

GATESHEAD COUNCIL

School: St Josephs RC Primary School, Gateshead

Post No:	Job Title: Supervisory Assistant
Job Purpose:	<p>The Supervisory Assistant is responsible to the Head Teacher and Deputy Head Teacher in the absence of the Head Teacher for the supervision, custody and safety of pupils throughout the midday break, that is, the interval between the close of the morning session at 12 noon and the recommencement of the afternoon session at 1.00pm.</p> <p>The Supervisory Assistant is expected to carry out her duties in line with the school's Mission Statement and within the Catholic ethos of the school. Children, therefore, must always be valued and treated with respect and in return show respect.</p>
Reporting to:	Head Teacher
Responsible for:	
Salary/Grade:	Grade B, SCP 3
Main (Core) Duties	
Dining Hall Duties	<ul style="list-style-type: none"> • Supervising children into the dining hall. • Supervising table manners and as necessary, assisting in the correct use of cutlery. Young children may need help to cut up food. • Encouraging pupils to eat their meals and try food which may be new to them. • Supervising pupils throughout the meal by walking around among the tables. • Keeping the noise level down. • Reporting any unacceptable behaviour to the Head Teacher or Deputy Head Teacher. • Wiping up any spillages and cleaning breakages during service time in the dining hall.
Playground Duties	<ul style="list-style-type: none"> • Patrolling around the yard. • Helping children to organise playground games but not being involved with small groups of children. • Keeping children off the grass in winter or when the grass is wet. • Keeping an eye on children playing on the pitch. • Going out of the yard to retrieve any balls. • Making sure children do not congregate in or around the toilet blocks. • Prior to commencement of the afternoon session, assisting, as necessary, pupils to visit the toilet and wash their hands before entering the classroom.

Classroom Duties in inclement weather	<ul style="list-style-type: none"> • Patrolling between the classes. • Making sure children walk up and down the stairs to the dining hall. • Making sure children are seated at all times and working at some desk-top activity. • Making sure children stay in the classroom and don't wander the corridors and landing.
First Aid	<ul style="list-style-type: none"> • Only minor first aid may be administered and recorded in the First Aid book. • All incidents must be reported to the Qualified First Aiders.
Safeguarding	<ul style="list-style-type: none"> • Report any concerns directly to the Designated Safeguarding Lead (Mr Hattam). If Mr Hattam is not available then please report concerns directly to Mrs Cuskern or Mrs L Robinson. You may be asked to record your concerns in writing.