

GATESHEAD COUNCIL

School: St Philip Neri RC Primary School

Post No:	Job Title: Supervisory Assistant
Job Purpose:	To assist with the supervision, discipline and safety of pupils on site during the midday break.
Reporting to:	Headteacher
Salary/Grade:	Grade B
Main (Core) Duties	
Key Areas	<p>The duties of the post will be allocated by the Service Manager and will include:</p> <ul style="list-style-type: none">• supervising the entry of pupils into the dining room;• when necessary, assisting pupils to collect meals from the distribution areas;• supervising table manners and, in the case of some pupils, assisting in the correct use of cutlery, cutting up of meals etc;• encouraging pupils to eat meals and to try meals which are new to them;• maintaining high standard of behaviour and manners and reporting any issues/concerns to the SLT.• responsibility for wiping up spillages and clearing breakages during service time in the dining area;• supervising and encouraging good quality play in the playground, hall or classrooms, according to prevailing weather conditions;• dealing with minor accidents, spillages etc and reporting any serious accident/incident to the SLT and/or First Aider;• ensuring relevant documentation is completed in the event of an accident/incident;• any other duties which may be required from time to time by the Head Teacher.

Qualifications	A qualification in childcare is desirable but not essential.
	<p>This job description may be reviewed at the end of the academic year (or earlier if necessary) after mutual agreement between the post holder and the Service Manager.</p> <p>If successful you will have to apply for enhanced Disclosure.</p>