

# GATESHEAD COUNCIL

**School:** Windy Nook Primary School

<b>Post No:</b>	<b>Job Title: Supervisory Assistant</b>
<b>Job Purpose:</b>	To assist the Midday Supervisor with the supervision, discipline and safety of pupils on site during the midday break.
<b>Reporting to:</b>	Business Manager
<b>Responsible for:</b>	
<b>Salary/Grade:</b>	Grade B Part time: 6 hours 15 minutes per week. Term time only
<b>Main (Core) Duties</b>	
<b>Key Areas</b>	<p>The duties of the post will be allocated by the Service Manager and will include:</p> <ul style="list-style-type: none"><li>• supervising the entry of pupils into the dining room / community room;</li><li>• when necessary, assisting pupils to collect meals from the distribution areas;</li><li>• supervising table manners and, in the case of some pupils, assisting in the correct use of cutlery, cutting up of meals etc;</li><li>• encouraging pupils to eat meals and to try meals which are new to them;</li><li>• maintaining high standard of behaviour and manners and reporting any issues/concerns to the Senior Lunchtime Supervisor;</li><li>• responsibility for wiping up spillages and clearing breakages during service time in the dining area;</li><li>• supervising and encouraging good quality play in the playground, hall or classrooms, according to prevailing weather conditions;</li><li>• dealing with minor accidents, spillages etc and reporting any serious accident/incident to the Senior Supervisor and/or First Aider;</li><li>• ensuring relevant documentation is completed in the event of an accident/incident;</li><li>• any other duties which may be required from time to time by the Head Teacher.</li></ul>

<b>Qualifications</b>	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 be required to apply for an enhanced Disclosure.</p>