

JOB DESCRIPTION

Post title:	Supervisory Assistant Level 1
Academy:	Westgate Hill Primary Academy
Reporting to:	Head of School and School Manager
Salary/Pay range:	£18,169 per annum, pro rata actual £2,667
Hours of work:	6.25 hours per week

Purpose of Job

Responsible to the Head of School, the successful candidate will ensure the safety and welfare of pupils on the school site during the mid-day break, and for the safe conduct of pupils leaving and arriving at the school at the commencement and near the end of the mid-day break.

Main Duties and Responsibilities

The following list is typical of the level of duties which the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

- Supervision of pupils taking a school meal, as well as other pupils on the site during the mid-day break.
- Maintaining discipline throughout the lunchtimes break in accordance with guidance given by the Head Teacher and to report back accordingly.
- Recording incidents using appropriate procedures, such as incident book or accident book, in order to fulfil the LST's legal obligations.
- The supervision of pupils returning to the premises at the end of the mid-day break.
- Promoting and implementing the School's equal opportunities policies in all aspects of employment and service delivery.
- The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.
- We are committed to safeguarding children and young people and expect all staff and volunteers to do the same.

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2020 where required