

Newcastle City Council - Job Description

Valour Multi Academy Trust – Beech Hill Primary School

Post Supervisory Assistant Level 1

Grade N2

Responsible to Head Teacher or Mid-day Supervisor

Job Purpose To supervise children during lunchtime break.

Main Duties - General

* Supervise children when entering and exiting the dining hall and assist during meal service.
* Ensure children maintain high standards of behaviour and report any cases of misbehaviour.
* Clean up any spillages.
* Assist with wiping tables and chairs when necessary.
* Supervise play during the lunchtime period.
* Deal with any incidents in line with the schools behaviour policy, record them and pass information on the appropriate staff member.
* To work well within a team.
* To abide by the school policies and procedures.
* To ensure all children feel happy, safe & loved during the lunchtime break.
* To be responsible for promoting and safeguarding the welfare of children.