



All Saints

a Church of England Academy

Supervisory Assistant Role

Post Title:	SUPERVISORY ASSISTANT
Purpose:	To supervise students during the morning break and lunchtime period and ensure that problems are resolved or referred to an appropriate level. To provide general assistance in the period between break and lunchtime. As part of your role you will need to be completely committed to safeguarding and promoting the welfare of our students and young people.
Reporting to:	Assistant Headteacher
Responsible for:	The supervision of students
Liaising with:	Deputy Headteacher/Senior Supervisory Assistant, SLT, other supervisory assistants and other staff
Working Time:	11:00am – 2:00pm Term time only
Salary/Grade:	Grade B (Point 2)
Disclosure level	Enhanced
MAIN (CORE) DUTIES & RESPONSIBILITIES	<ul style="list-style-type: none"> • Set suitable behaviour standards and expectations in line with academy policy • Ensure that students remain within a safe environment, and that they play safely • Ensure that students having an academy lunch are in the dining hall at the correct time • Supervise students eating food brought from home, and ensure that all packed-lunch equipment is cleared away after use • Assist students with the return of used plates, trays, cutlery and beakers etc. • Assist with the cleaning of tables when lunch is finished • Take charge of groups of students in the playground or the classroom/sports hall, depending on the weather • Report to the Deputy Headteacher/Senior Supervisor any child whose diet may give rise for concern • Help students acquire social skills • Attend to minor accidents sustained during the morning or lunch break, and seek appropriate assistance if necessary • Attend to any student who becomes ill during the morning or lunch break, and again seek appropriate assistance • Provide additional support to the admin team • Report to the Deputy Headteacher/Senior Supervisor any acts that

	<p>constitute serious infringements of academy rules</p> <ul style="list-style-type: none"> • Work under the direction of the Deputy Headteacher/Senior Supervisory Assistant/SLT • Liaise effectively and professionally with staff; teachers and parents, as required • Participate in training and other learning activities and performance development as required • Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time • Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

Dales Academies Trust is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment with the Trust. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.