

Job Description

Supervisory Assistant Level 1 AA665

Evaluation: 302 Points

Grade: N2

Responsible to: Head Teacher/Mid-day Supervisor

Responsible for: N/A

Job Purpose

Responsible to the Mid-day Supervisor and the Head Teacher to 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

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature 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 LEA's legal obligations.
- The supervision of pupils returning to the premises at the end of the mid-day break.
- To promote and implement the schools Equality Policy in all aspects of employment and service delivery.
- The post holder will have responsibility for promoting and safeguarding the welfare of children and young person's s/he is responsible for, or comes into contact with.