GATESHEAD COUNCIL

School: **Windy Nook Primary School**

Post No:	**Job Title: Supervisory Assistant**
Job Purpose:	Supervisory Assistants will be responsible to the Head Teacher (or Deputy Head Teacher in the absence of the Head Teacher) and the Midday Supervisor(s) for the supervision, custody and safety of pupils throughout the midday break (ie the interval between the close of the morning session and the recommencement of school in the afternoon).
Reporting to:	Head Teacher/Deputy Head Teacher
Responsible for:	
Salary/Grade:	
Main (Core) Duties These will be allocated by the Head Teacher through the Midday Supervisor(s) and will include:	
	• Assisting (as necessary) young pupils to visit toilet and wash hands afterwards. • Supervising the entry of pupils in the dining area. • Ensuring pupils present are checked against the dinner register. • When necessary, assisting pupils to collect meals from the distribution areas. • Supervising table manners and, in the case of young pupils, assisting in the correct use of cutlery, cutting up of meals etc. • Encouraging pupils to eat meals and to try meals which are new to them. • Supervising pupils in the dining area, and report any unruly behaviour to the Midday Supervisor(s). • Responsibility for wiping up spillages and clearing breakages during service time in the dining area. • After the meal is finished, supervising play in the playground, or in the hall or classrooms, according to prevailing weather conditions. • Prior to commencement of the afternoon session, assisting (as necessary) young pupils to visit the toilet and wash their hands before entering the classroom. • Such other duties which may be required from time to time by the Head Teacher.