English Martyrs' Catholic Primary School
Beaufront Gardens, Fenham, Newcastle upon Tyne, NE5 2SA
Tel: 0191 2747463
Head Teacher: Miss M Elliott B.Ed. (Hons), NPQH
office@emcps.co.uk www.emcps.co.uk

Job Description

Post Title: Supervisory Assistant Level 1 AA65

Grade: BB02

Responsible to: Headteacher, Deputy Head, Assistant Head/SENCO and School Business Manager

Responsible for N/A

Overall Objectives of the Post:

To ensure the safety and welfare of pupils on the school site during the mid-day break, and to supervise the children throughout the lunchtime break and assist in the promotion of good behaviour management.

Hours of Work

5.5 hours per week (term time only) or such hours determined by the Board of Governors. The starting and finishing times of each day to be determined by the Head Teacher.
Please arrive in school 5 minutes before commencing duties.
Please note that holidays should not be taken during term time.

Key Tasks of the Post:

1. To supervise the children throughout the lunchtime break. You will:

- Check that all children have washed their hands before entering the dining hall and, where necessary, to help younger children to do so.
- Train children to use the cutlery correctly and to observe table manners.
- Be responsible for the general standard of behaviour in the dining hall. To ensure that children are quiet and orderly, line up sensibly etc.
- Help children who have eating difficulties e.g. cutting up meat.
- Ensure that all spillages of food or liquid both on the table and on the floor are cleaned up immediately in order to maintain a safe and hygienic environment.
- Encourage the children to eat their meals and to try everything on their trays.
- Deal immediately with any hazards which could cause an accident in the dining hall.
- Supervise the children at play, patrolling the yard/field, after they have left the dining hall and organise games for children.
- Inform the Head Teacher or Deputy Head concerns about unacceptable behaviour. Inform Class teachers of incidents related to children in their own class.
- Display commitment to the protection and safeguarding of children.

Artsmark Silver Award Awarded by Arts Council England
Newcastle City Council
Healthy Schools Newcastle

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- Give immediate attention to accidents and report them as soon as possible to the person on First Aid duty.
- Attend any training courses which the Head Teacher may consider appropriate to the duties of the job.
- Maintain the principles and procedures set out in the Schools' Mission Statement and Behaviour Policy.
- Build up positive relationships with the children.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

The governing body and the Diocese are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced check for Regulated Activity from the Disclosure and Barring Service.

September 2025

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PERSON SPECIFICATION

POST TITLE: Supervisory Assistant Level 1 – English Martyrs' Catholic Primary School

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Education and Training	• Basic literacy and numeracy skills	• First Aid Training/Qualification	• Application Form • Certificates • Interview
Work Experience	• Experience of supervising children as a parent or carer • Experience of establishing positive relationships with children	• Experience of working with groups of children on a voluntary or paid basis	• Application Form • Interview • References
Skills	• Knowledge and understanding of managing the behaviour of groups of children • Knowledge and understanding of child protection and safeguarding issues • Able to work within and apply all relevant school policies, eg behaviour management. • Effective verbal and written communication skills	• Knowledge and understanding of child development and social interaction • Knowledge of constructive play opportunities	• Interview • References
Disposition	• Able to work as part of a group and individually • Encourage high standards of pupil behaviour at all times • Able to behave in a professional manner; observe the boundaries of the role, and respect confidential information • Able to initiate games and activities appropriate to the age of the children • Able to relate to children on their level • Supportive of the school's Catholic Ethos	• Recognise behaviour giving cause for concern, and inform teaching staff • Able to teach play activities • Able to examine systems critically, and suggest ways of improving efficiency	• Interview • References

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Circumstances	• Enhanced Certificate of Disclosure from the Disclosure and Barring Service • Additional criminal records checks if applicant has lived outside the UK • Medical clearance • Two references from current and previous employers		• DBS Check