FELL DYKE COMMUNITY PRIMARY SCHOOL

JOB DESCRIPTION

SUPERVISORY ASSISTANT

Name	
Responsible to:	**THE HEAD TEACHER**
Responsibilities:	**SAFE SUPERVISION OF CHILDREN 11:55 - 13:10**

Main Duties and Responsibilities

1. Ensure that children are collected on time from the classroom and are toileted and have clean hands. Help children to learn correct hygiene.

2. Escort children safely to the dinner hall and ensure they are seated with their dinner.

3. Help children to use knife and fork properly and aid with cutting food etc. as and when necessary.

4. Encourage children to eat their food correctly.

5. Ensure children are escorted safely into the playground.

6. Ensure children play safely in the playground and help them to learn new games and to cooperate with each other.

7. Ensure that the school behaviour policy is followed at all times.

8. Ensure that the school mission statement and aims are followed at all times.

9. Liaise with teachers about good and bad behaviour

10. Attend to minor accidents in the playground and refer more serious incidents to the relevant member of staff.

11. Ensure that buddies are aware of their role and encourage them to be responsible.

12. During bad weather ensure that children are safely supervised in classrooms and encouraged to play in a quiet, orderly manner.

13. Ensure that children are safely supervised until teachers return to their class.

14. To partake in training such as paediatric first aid or first aid at work.

This job description will be reviewed at the end of the academic year or earlier if necessary.

In addition it may be amended at any time after consultation with you.

Signed _____ Date _____

Head Teacher _____ Date _____