

Job Description

Directorate:	Children's Services		
Post Title	Supervisory Assistant – Level 2 AA667		
Evaluation	345 points	Grade:	N3
Responsible to	Head Teacher or other Senior Teacher/Senior Midday Supervisor		
Responsible for	N/A		
Job Purpose	Responsible to the Senior Midday Supervisor and the Head Teacher to ensure the safety and welfare of pupils on the school site during the midday break, and for the safe conduct of pupils leaving and arriving at the school.		

Main Duties: The following is typical of the duties the postholder 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.

- 1 Supervision of pupils taking a school meal during the midday break as well as other pupils remaining on site in a diverse range of environments.
- 2 Maintaining discipline throughout the lunchtime breaks, resolving situations in accordance with the School's policies and practices and referring matters when appropriate to senior staff.
- 3 Recording incidents using appropriate procedures, such as incident book or accident book, in order to fulfil the LEA's legal obligations.
- 4 The supervision of pupils returning to the premises at the end of the mid-day break.
- 5 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
- 6 The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

January 2007