PEAK EDGE
ACADEMY TRUST

JOB DESCRIPTION

This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

SCHOOL	
POST TITLE	**SUPERVISORY ASSISTANT**
ROLE PROFILE	**LD1**
TOOLKIT JOB REF NUMBER	**ToolkitJD-12c**
GRADE	**1 (inclusive of JWCs)**
RESPONSIBLE TO	**Line Manager as defined in staffing structure**
RESPONSIBLE FOR	**As defined in staffing structure**
HOLIDAY AND SICKNESS COVER	
PURPOSE OF JOB	**TO SUPERVISE PUPILS DURING THE SCHOOL LUNCH BREAK AS PART OF A TEAM INCLUDING ATTENDING TO THEIR WELFARE AND DOMESTIC NEEDS**
RELEVANT QUALIFICATIONS AND EXPERIENCE	

JOB DESCRIPTION FOR POST OF:- SUPERVISORY ASSISTANT

SPECIFIC DUTIES AND RESPONSIBILITIES

The postholder must at all times carry out his/her duties and responsibilities within the spirit of Trust and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Boards of Schools.

Main Duties and Responsibilities

1. Supervision of pupils immediately before, during and after the midday meal. This includes provision for children who bring sandwiches.

2. Supervision of the pupils' entry into the dining area, including supervision of pupils during any journey or walk to the dining room.

3. Supervision of pupils in the playground

4. Guidance on table manners

5. Assistance with clearing tables

6. Assistance with washing down tables and resetting where required and when school meals staff are not available.

7. Setting up and removal of furniture when caretaker not available.

8. Taking such steps as necessary when children are sick. Assisting to their needs when in distress and reporting the situation to a teacher.

9. To arrange for emergency treatment when required, e.g. calling for a teacher if there has been an accident.

10. Vigilant in the playground in recognising potential dangers and approaching unauthorised personnel who enter the school.

11. To undertake any agreed programme of training.

Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with Peak Edge Policies (and/or Policies adopted by the School Governing Board), Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

ISSUE DATE: