

JOB DESCRIPTION

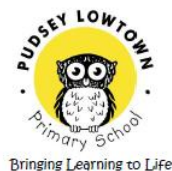
Job Title:	Supervisory Assistant
School:	Pudsey Lowtown Primary School
Pay Grade:	A1
Responsible to:	Headteacher / Business Manager
Responsible for:	N/A

Role:

To actively supervise the pupils in the dining room, playground and throughout the school premises during the lunchtime period.

Main Duties

1. Supporting pupils while they eat their lunch, cutting up food for pupils and making sure tables are clean and that water is available
2. Ensure standards for healthy eating and table manners are maintained
3. Report accidents to the Lunchtime Leader and complete accident form if necessary
4. Deliver minor first aid and reassurance to children where required
5. Ensure that school discipline policies are implemented
6. Support the work of other Supervisory Assistants
7. Support induction and training of new staff as required
8. Respond to duty delegation as required
9. Lead the children in the establishment of suitable playground games/activities
10. Record inappropriate pupil behaviour and convey serious incidents to class teacher or senior leadership team (SLT)
11. Maintain checks throughout the lunch break to ensure pupils are safe
12. Follow advice given by SLT on action to be taken in cases of inclement weather
13. To demonstrate a commitment to the safeguarding of pupils and to complying with the school's child protection procedures
14. To ensure promotion and support of Equal Opportunities and Health & Safety
15. To undertake any other duties that are commensurate with the post



PERSON SPECIFICATION

Job Title: Supervisory Assistant

School: Pudsey Lowtown

Pay Range: A1

Essential Criteria	How Identified	Desirable Criteria	How identified
SKILLS Ability to relate well to children and adults Ability to work constructively as part of a team Ability to maintain a safe, calm and happy approach	Application form and selection process Application form and selection process Application form and selection process		
KNOWLEDGE & UNDERSTANDING Working with or caring for children of relevant age Basic childcare and health and safety knowledge	Application form and selection process Application form and selection process	Appropriate knowledge of first aid	Application form
QUALIFICATIONS/ TRAINING Participate in development and training opportunities	Application form and selection process		
OTHER CONDITIONS To demonstrate a commitment to the safeguarding of pupils and complying with the school's child protection procedures Ensure promotion and support of Equal Opportunities and Health & Safety	Application form and selection process		