



## Job Description

<b>Job Title:</b>		Supervisory Assistant - Level 1			
<b>School:</b>		Tyneview Primary School			
<b>JE Code:</b>	AA665	<b>Evaluation:</b>	302 points	<b>Grade:</b>	N2
<b>Date:</b>	January 2007	<b>Status:</b>	Final		
<b>Job purpose:</b>		Responsible to Mid-day Supervisor and the Head Teacher to ensure the safety and welfare of pupils on the school site during the mid-day break, and for the safe conduct of pupils leaving and arriving at the school at the commencement and near the end of the mid-day break.			

### Main responsibilities

The following is typical of the duties the post holder 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 as well as other pupils on the school site during the mid-day break
2. Maintaining discipline throughout the lunchtimes break in accordance with guidance given by the Head Teacher and to report back accordingly.
3. Recording incidents using the MIS and behaviour management procedures, such as incident book or accident book, in order to fulfil legal obligations.
4. The supervision of pupils returning to the premises at the end of the mid-day break.

### Trust responsibilities

5. Work to fulfil the vision and values of the trust.
6. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
7. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
8. Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.

9. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
10. Participate in appraisal, training and development and other activities that contribute to performance management.
11. Attend and participate in regular team and 1:1 meetings.