



Winlaton West Lane Community Primary School

West Lane, Winlaton, Tyne and Wear, NE21 6PH

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'We Reach for the Stars'

Post No:	Job Title: Supervisory Assistant
Job Purpose:	To assist in the supervision, discipline and safety of pupils on site during the mid-day break.
Reporting to:	Supervisory Assistant Team Leader
Salary/Grade:	Grade B Part time: 5h20min hours per week. Term time only.
Main (Core) Duties	
Key Areas	<p>The duties of the post will be allocated by the Service Manager and will include:</p> <ul style="list-style-type: none"> • supervising the entry of pupils into the dining room / community room; • when necessary, assisting pupils to collect meals from the distribution areas; • supervising table manners and, in the case of some pupils, assisting in the correct use of cutlery, cutting up of meals etc; • encouraging pupils to eat meals and to try meals which are new to them; • maintaining high standard of behaviour and manners and reporting any issues/concerns to the Senior Lunchtime Supervisor; • responsibility for wiping up spillages and clearing breakages during service time in the dining area; • supervising and encouraging good quality play in the playground, hall or classrooms, according to prevailing weather conditions; • dealing with minor accidents, spillages etc and reporting any serious accident/incident to the Senior Supervisor and/or First Aider; • ensuring relevant documentation is completed in the event of an accident/incident; • any other duties which may be required from time to time by the Head Teacher.