

## Job Description

<b>Directorate:</b>	Children's Services		
<b>Post Title</b>	Supervisory Assistant – Special Needs AA668		
<b>Evaluation</b>	358 Points	<b>Grade:</b>	N3
<b>Responsible to</b>	Head Teacher/Mid-day Supervisor		
<b>Responsible for</b>	N/A		
<b>Job Purpose</b>	Responsible to the Mid-day Supervisor and the Head Teacher to ensure the safety and welfare of pupils with a wide range of physical, learning, emotional and behavioural difficulties on the school site during the mid-day break, and for the safe conduct of pupils leaving and arriving at the school.		
<b>Main Duties:</b>	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	Collection of children from their classrooms, escorting them to the dining room or to the toilets for washing, toileting, changing etc in preparation for, during and following lunch.		
2	Supervision of pupils taking a school meal as well as other pupils on the site during the mid-day break.		
3	Maintaining discipline throughout the lunchtime break in accordance with guidance given by the Head Teacher and to report back accordingly.		
4	Provision of assistance, as necessary, to pupils who are unable to feed themselves in accordance with eating/drinking programmes.		
5	Assisting students to collect their meals and clearing up at the end of meal times.		
6	Supervision of pupils leaving and returning to the premises at the end of the mid-day break.		
7	To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.		
8	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