



## Winlaton West Lane Community Primary School

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

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*'We Reach for the Stars'*

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