

J O B D E S C R I P T I O N

MID-DAY SUPERVISORY ASSISTANT

Main duties and responsibilities

Supervisory Assistants are responsible to the Head Teacher (or Deputy Head Teacher in the absence of the Head Teacher) for the supervision, custody and safety of pupils throughout the mid-day break.

The duties of the post are allocated by the Head Teacher and will include:

Key Stage 1

Supervise the children in the dining room and:

- help pupils, where necessary, to collect their meals from the serving hatch;
- support where necessary in cutting up of the meal;
- encourage children to use their cutlery and show good table manners;
- help to maintain a clean and safe dining room;
- encourage children to behave sensibly and safely.

Escort children back to their classrooms and:

- encourage them to visit the toilet and wash their hands;
- support where necessary putting on outdoor clothes.

Supervise children in the playground encouraging safe and sensible behaviour, organising games where possible and intervening where problems occur.

Report to class teacher before leaving the premises of:

- repeated difficult behaviour;
- any accident or injury.

During poor weather supervise children in classrooms undertaking table or floor activities.

Undertake other duties, which may be required from time to time by the Head Teacher.

Key Stage 2

Be in the junior yard to begin supervision just before children leave the classrooms.

Supervise children in the playground encouraging safe and sensible behaviour using reward and sanction systems.

Support your colleague to line children up in classes to enter school for dinner.

Encouraging and organising games where possible.

Report any behaviour or problem you find difficult to manage.

Report to class teachers before leaving the premises of:

- repeated difficult behaviour.
- any accident or injury.

Undertake other duties which may be required from time to time by the Head Teacher.