

## Job Description

<b>Directorate:</b>	Children's Services		
<b>Post Title</b>	Supervisory Assistant Level 1 AA665		
<b>Evaluation</b>	302 Points	<b>Grade:</b>	N2
<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 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 Duties:** 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 Supervision of pupils taking a school meal as well as other pupils on the 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 appropriate procedures, such as incident book or accident book, in order to fulfil the LEA's legal obligations.
- 4 The supervision of pupils returning to the premises at the end of the mid-day break.
- 5 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
- 6 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