**SMART Multi Academy Trust**

Wyndham Primary School

**Job Description - Supervisory Assistant Level 1**

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| **Post Title** | Supervisory Assistant Level 1 |  |
| **Evaluation** | Grade: N2 |  |
| **Responsible to** | Headteacher & HLTA | |
| **Responsible for** | N/A |  |
| **Job Purpose** | 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. | |
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| **Main Duties:** | The following is typical of the duties the post holder 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 Headteacher / Lunchtime Supervisory Team and to report back accordingly.
3. Recording incidents using appropriate procedures, such as incident book or accident book, in order to fulfil the SMART Multi Academy Trust’s legal obligations.
4. Administer first aid.
5. The supervision of pupils returning to the premises at the end of the mid-day break.
6. To promote and implement the SMART Multi Academy Trust’s Equality Policy in all aspects of employment and service delivery.
7. The post holder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

SMART Multi Academy Trust is an exempt charity and company limited by guarantee registered in England with company number 10257723. The company's registered office is Wyndham Primary School, Montagu Avenue, Newcastle upon Tyne NE3 4SB.