

Supervisory Assistant - Job Description

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Role Title	Typically reports to	
Supervisory Assistant	Headteacher or designated member of staff	
JE Code	Grade	Date of profile
G243	2	DD/MM/YY
Purpose of the role (job statement)		
Responsible under the direction of the Headteacher, senior supervisor or other nominated person, individually or as a member of the team, for securing the safety, welfare and good conduct of pupils during the midday break period, in accordance with the practices and procedures of the school. Duties will include supervision of the pupils in the dining hall, playground areas and school premises and may include ancillary associated duties (for example, cleaning up spillages, ensuring tables are clean etc) to ensure the maintenance of good order and discipline.		
Main Duties:-		
<ul style="list-style-type: none"> to undertake games and activities with pupils to deliver pastoral support whilst supervising the pupils during play, to support the individual behaviour plans for pupils to support and supervise pupils consistently whilst recognizing and responding to individual needs and provide advice to assist their social, health and hygiene development to promote the inclusion and acceptance of all pupils within the play-ground. encourage pupils to interact and work co-operatively with others and engage in all activities under direction, to receive and organize support for a child who has been excluded or is not included within the playground activities, similarly provide support for distressed pupils to provide feedback to pupils in relation to their behaviour, when requested to deal with minor incidents and the health and hygiene of the children to provide objective and accurate feedback of pupils' behaviour to a senior midday supervisor or appropriate member of staff through a pre-determined reporting procedure to ensure the health and safety of pupils at all times to work within an agreed system of supervision with small groups of children to assist the senior midday supervisor in the induction of other midday supervisors, as directed to be aware of, and comply with, policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person to be aware of and support differences and ensure all pupils have equal access to opportunities to develop to contribute to overall ethos/work/aims of the school to attend and participate in regular meetings, training and other activities, as required to attend meetings with senior midday supervisors, as required to recognise own strengths and areas of specialist expertise and use these to lead, advise and support others use these to lead, advise and support others 		
Responsibilities:-		
<ul style="list-style-type: none"> be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person be aware of and support difference and ensure equal opportunities for all contribute to the overall ethos/work/aims of the school appreciate and support the role of other professionals attend and participate in relevant meetings, as required participate in training and other learning activities and performance development, as required. 		