

JOB DESCRIPTION

SCHOOL: Abbey Hill Academy and Abbey Hill Sixth Form

POST TITLE: Supervisory Assistant

GRADE: C (SCP 3)

REPORTS TO:

MAIN PURPOSE: To work under the direct instruction of the Senior Supervisory Assistant, to supervise pupils during the lunchtime period and ensure that problems are solved or referred to an appropriate level.

TASKS:

- Escort pupils to and from the dining area as necessary.
- Ensure that pupils having a school lunch are in the dining area at the correct time.
- Help less able pupils at the serving counter with the proper use of cutlery, and help them cut up their food when necessary.
- Assist disabled students with feeding.
- Assist pupil with the return of used plates, trays, cutlery and beakers, etc.
- Assist in the changing and toileting of all students.
- Assist with cleaning of tables when lunch is finished.
- Supervise pupils eating food brought from home, and ensure that all packed-lunch equipment is cleared away after use.
- Take charge of groups of children in the playground or the classroom, depending on the weather.
- Devise and initiate constructive play opportunities for pupils when required.
- Ensure that pupils remain within a safe environment and that they play safely.
- Set suitable behaviour standards in line with school policy.
- Attend to minor accidents sustained during the lunch break, and seek appropriate assistance if necessary.
- Attend to any pupil who becomes ill during the lunch break and again seek appropriate assistance.
- Report to the Senior Supervisory Assistant any acts that constitute serious infringements of school rules.
- Work under the direction of the teaching staff.
- Liaise effectively and professionally with staff, teachers and parents, as required.
- Participate in training and other learning activities and performance development as required.
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times.
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.