WIRRAL

Department	Various	Division	Various
Designation of Post	Level 1 Pupil Support & Welfare (Supervisory Assistant/Midday Supervision 1)	Grade	Band B
Responsible to	Headteacher, Senior Supervisory Assistant		

Job Purpose

The duties of a Supervisory Assistant are to act as a member of the team, supervising pupils during the lunch break and to sustain the welfare and the safety of the pupils during the break period as directed by the Headteacher/Senior Supervisory Assistant. You are expected to keep matters concerning staff and children confidential, and to refer matters when necessary to the Headteacher.

Key Tasks

1. Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having regard to special or additional needs.
2. Report incidents in line with school policy.
3. To organise and supervise the washing of hands and hygiene of infants/junior pupils.
4. Organisation of the entry of pupils into the dining room.
5. To assist with the cutting of meat and other food items for infant pupils.
6. To provide emergency treatment for accidents and to record such treatment.
7. The organisation and management of large numbers of pupils.
8. To supervise classes of children inside school during wet lunchtimes.
9. To maintain discipline during the lunch break and to promote adherence to the School's Behaviour and Anti Bullying Policies.
10. To ensure that Local Authority Policies on Equality are adhered to.
11. To promote adherence to the School's Codes of Conduct.
12. To report any matters involving Child Protection immediately to the Headteacher.
13. To undergo training as required.
14. To perform other duties considered reasonable that are commensurate with the grading and designation of the post.

Individuals in this role may also undertake some or all of the following:

1. Assist in the supervision of other activities during the midday break, including setting out and storing equipment
2. Operate tills and take money / vouchers as meal payment
3. Encourage pupils to select and eat healthy balanced meals
4. Clean up spillages of food or liquid during meal service
5. Wipe down tables and clean dining areas between meals
6. Undertake similar work at other times, such as before and after school.

NOTE:
This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job description and changes to it may be amended in light of organisational and service requirements.

Issued by

Head of Service .....

Date .....