**Dinnington First School**

**Job Description Lunchtime Supervisory Assistant Level 1**

**Directorate:** Children’s Services

**Post Title** Supervisory Assistant Level 1 AA665

**Evaluation** 302 Points **Grade:** N2

**Responsible to** Head Teacher/Mid-day Supervisor

**Responsible for** N/A

**Job Purpose**

Responsible to the Mid-day Supervisor and the Head Teacherto ensure the safety and welfare of pupils on the school siteduring the mid-day break, and for the safe conduct of pupilsleaving 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.