



GOSFORTH EAST MIDDLE SCHOOL

JOB DESCRIPTION

POST TITLE:	Supervisory Assistant
PAYSCALE:	Level 1 Grade N2
RESPONSIBLE TO:	Head Teacher/Mid-day Supervisor
RESPONSIBLE FOR:	Not Applicable
JOB PURPOSE:	Responsible to the Mid-day Supervisor and the Head Teacher 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.

MAIN RESPONSIBILITIES:

The following list 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 lunchtime 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 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.