Newcastle City Council

Job Description

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 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 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.

January 2007