



JOB DESCRIPTION

Title:	Pupil Supervisory Assistant
Responsible to:	School Business Manager/Head Teacher
Grade:	Grade 3
Purpose:	To be in charge of the supervision of pupils during meal times, breakfast clubs and when normal teaching activities are not undertaken and to provide general classroom support.

Main Duties and Responsibilities:

1. To support the welfare, health and safety of pupils at the designated lunch time periods
2. To oversee the cleanliness of dining areas eg clean up spillages and ensure hygiene of eating areas.
3. To ensure that children are using the correct equipment when eating and that good eating habits are promoted and encouraged.
4. To promote and foster good relationships between pupils through their engagement in play and games activities.
5. To lead and encourage pupils to partake in games and activities commensurate with their age and ability during the lunchtime period and on the playground.
6. To challenge inappropriate behaviour and to provide pupils with boundaries of acceptable behaviour.
7. To identify any causes of concern displayed by pupils and to report these to a Senior Supervisor or class teacher where appropriate.
8. To administer first aid. (School has a full training programme for support staff in this aspect).
9. To comply with Health and Safety requirements including administering prescribed medicines to pupils.

10. The general tidying of classrooms e.g. cleaning and rearranging of items of equipment/furniture after regular use or on a periodic basis, replacing and stacking stock, mounting display etc.
11. Laminating and mounting work as directed by the Class Teacher.
12. Undertaking bulk photocopying and distributing to teaching staff.
13. Filing duties as directed by the Admin Manager, Class Teacher or Head Teacher.
14. Preparing and serving refreshments.
15. Provide general assistant duties in the classroom.

The Postholder's duties must be carried out in compliance with the Council's/School's Policies and Procedures including Child Protection Procedures and Equal Opportunities Policy, Information Security Policies, Financial Regulations and Standing Orders, the Health and Safety at Work Act (1974), and subsequent health and safety legislation.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the postholder may be required to undertake other reasonably determined duties and responsibilities within the Directorate, commensurate with the grading of the post, without changing the general character of the post.