



Job Description

Post Title Supervisory Assistant – Special Needs AA668

Grade: N3

Responsible to Head Teacher

Job Purpose Responsible to the Lead Mid-day Supervisor and the Head Teacher to ensure the safety and welfare of pupils with a wide range of physical, learning, emotional and behavioural difficulties on the school site during the mid-day break, and for the safe conduct of pupils leaving and arriving at the school.

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 Collection of children from their classrooms, escorting them to the dining room or to the toilets for washing, toileting, changing etc in preparation for, during and following lunch.
- 2 Supervision of pupils taking a school meal as well as other pupils on the site during the mid-day break.
- 3 Maintaining discipline throughout the lunchtime break in accordance with guidance given by the Head Teacher and to report back accordingly.
- 4 Provision of assistance, as necessary, to pupils who are unable to feed themselves in accordance with eating/drinking programmes.
- 5 Assisting students to collect their meals and clearing up at the end of meal times.
- 6 Supervision of pupils leaving and returning to the premises at the end of the midday break.
- 7 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
- 8 The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons they are responsible for, or comes into contact with.