



### **Job Description**

**Job Title: Supervisory Assistant**

**Pay grade: A1**

**Pay scale level: 8**

**Hours: 7.5 per week - term time only.**

**Hours of work: Between 11.30 am – 1.30 pm - Inclusion Partnership sites may differ.**

**Responsible to: The Principal and the Midday Supervisor**

### **Mission Statement**

*'Investing in Individuals, Transforming Lives'*

We believe that investing in individuals will help us transform lives and therefore we strive for excellence in all aspects of the life of the school.

#### **Excellence in:**

- The quality of learning which pupil's experience.
- The quality of teaching that we provide.
- The richness of the environment in which they learn.
- The quality of opportunity we provide, regardless of ethnicity, gender or disability.

Every child, whatever their background or their circumstances, will have the support they need to be healthy, stay safe, enjoy and achieve, make a positive contribution, and achieve economic well-being

***Broomfield South SILC expects all staff to support & contribute to the aims and ethos of the SILC***

## **The Role and Responsibility of the Supervisory Assistant**

**Broomfield – South SILC. Pay grade A1. Pay Scale Level 8**

### **Role:**

To actively supervise the pupils in the dining room, playground and throughout the school premises during the lunchtime period.

### **Main Duties:**

Supporting pupils while they eat their lunch, cutting up food for pupils and making sure tables are clean and that water is available

1. Ensure standards for healthy eating and table manners are maintained
2. Clean any spillages immediately.
3. Report accidents to the Midday Supervisor and complete accident form if necessary
4. Ensure that school discipline policies are implemented
5. Support the work of other Supervisory Assistants
6. Attend induction training for new staff members and any other mandatory training in connection with the role as instructed by the Midday Supervisor. This may be held on the main Broomfield site or on one of our partnership sites.
7. Respond to duty delegation as required by the Midday Supervisor
8. Lead the children in the establishment of suitable playground games/activities
9. Record inappropriate pupil behaviour and convey serious incidents to the Midday Supervisor and or teacher
10. Maintain checks throughout the lunch break to ensure pupils are safe
11. Follow advice given by Midday Supervisor on action to be taken in cases of inclement weather
12. To work in any of our local partnership mainstream primary and secondary schools supporting our inclusion objectives when required.

Name: (HR)

Signed: Dated:

I acknowledge that I have seen and received a copy of the above job description

Name:

Signed: Dated:

***“This school is committed to safeguarding and promoting the welfare of all children, and expects our staff and volunteers to share this commitment”***

***Appointments will be subject to a satisfactory enhanced DBS Disclosure***