



## **ORMESBY PRIMARY SCHOOL**

### **SUPERVISORY ASSISTANT**

### **JOB PROFILE**

#### **SPECIFICATION:**

1. To supervise children throughout the lunch break.
2. To assist children in the dining hall to ensure their meal is a happy, pleasant and sociable experience for every child.
3. To ensure that all children respect the highest codes of behaviour, both in table manners in the dining hall and in play activities before and after their meal.
4. To attend to any child who is ill or has an accident at any time within the lunch break.

#### **TIME:**

To attend for 190 days per annum, each day of pupil attendance., from 11.45am to 12.50pm.

#### **RESPONSIBILITIES AND DUTIES:**

##### **1 POLICY**

To adhere to all policies devised by the school, approved by the Governing Body, to create, maintain and develop the conditions which enable staff and pupils to achieve effective learning.

##### **2 PASTORAL**

To promote a caring school ethos.

To provide general care for every child.

To ensure the safety and welfare of all school members at all times.

To keep fully informed in Child Protection procedures and to take immediate action, if required, by informing the Head of School/Executive Head.

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### 3 MANAGEMENT

To uphold the school's ethos.

To follow the specified procedures within the dining hall, during indoor lunch breaks and in the playgrounds and on the field.

To direct full attention to the children at all times, to listen to them, offer suggestions for play and organise games if appropriate.

To record all accidents, treat minor injuries and inform the Executive Head, Head of School, Assistant Headteacher of any more serious concerns.

To seek immediate assistance and inform any staff member of any suspected serious injury.

To take care of children who become ill during the lunch break.

To inform the Assistant Headteacher or child's teacher of any incidents of aggression or disrespect to adults or children.

To deal with minor behaviour infringements by holding the hand of the child/children involved or having him/her to stay alongside you for a specified period. Serious infringements must be immediately brought to the attention of the Assistant Headteacher.

To take part in training sessions as required for personal development and effectiveness in the post, for health and safety information and to support school initiatives to enhance provision for our children.

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