

Job Description

Directorate: Children's Services

Post Title Supervisory Assistant – Special Needs AA668 **Grade:** N3

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 with a wide range of physical, learning, emotional and behavioral 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 mid-day break.
- 7 To promote and implement the School's Equality Policy in all aspects of employment and service delivery.
- 8 Promote and safeguard the welfare of children and young people s/he is responsible for or comes into contact with
- 9 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the school's policies and procedures