



St Austin's  
Catholic Primary School  
Riverbank Road  
Liverpool L19 9DH  
Tel: 0151 427 1800

[www.st-austins.co.uk](http://www.st-austins.co.uk)



## SUPERVISORY ASSISTANT

### JOB DESCRIPTION

**Responsible to:** Headteacher / Deputy Headteacher

**Job Purpose:** As part of a team, to ensure the safety, welfare and good behaviour of all pupils during lunchtime and to assist them in maintaining a safe environment.

**Hours:** 1 hour 30 minutes - 11.50am and 1.20pm

### Principal accountabilities

Supervision and control of pupils in the dining hall including:

- Organising dinner queues and entrance of pupils into the dining hall and from the dining hall to the playground, ensuring good behaviour and a calm atmosphere.
- Dealing with behaviour issues that may occur by intervention or calling for assistance.
- Reporting incidents to the Senior Supervisory Assistant / Headteacher / Deputy Headteacher.
- Encouraging pupils to eat, including those with packed lunches.
- Assisting pupils with cutting up food, pouring liquids etc. where necessary.
- Encouraging social skills and good table manners, ensuring safety with knives and forks.
- Ensuring pupils tidy/clear up in a satisfactory manner.
- Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff.
- Ensuring tables are left clean and wiped down after the sitting.
- Sharing responsibility with other midday supervisors and/or teacher for the maintenance of order and discipline in the dining hall area.
- To work co-operatively with kitchen staff assisting where necessary.

Supervision and control of pupils on the playground and about other school premises and grounds including:

- Where appropriate, collecting pupils from classrooms if going straight onto the playground, ensuring they are adequately dressed for the weather conditions.
- Supervision and control ensuring that pupils do not leave the playground without permission/authorisation.
- Direction of pupils to the playground and supervision of their activities and behaviour.
- Discouraging any dangerous activities. Dealing with unacceptable or challenging behaviour. Reporting incidents to the Senior Supervisory Assistant / Headteacher / Deputy Headteacher.
- Supervision and control of pupils during 'wet play'. Occupying pupils in various games and activities in their classroom.

Associated ancillary duties including:

- Checking toilet areas for signs of misuse, blockage of toilets/sinks and to ensure pupils are not loitering or playing in toilet areas.
- Reporting any damage or blockages to the school office.
- To deal with minor accidents referring pupils involved, if necessary, to a First Aider.
- Relay information to teachers regarding accident/incidents that have occurred during the lunch break.
- Take part in any associated training recommended/provided.



"In our school, where everyone is special,  
we will love and serve as Jesus taught"