



Sheep Dip Lane
PRIMARY SCHOOL

SHEEP DIP LANE PRIMARY SCHOOL

Sheep Dip Lane, Dunscroft,
Doncaster, South Yorkshire, DN7 4AU.
Telephone - 01302 842464 Fax - 01302 351792
Head Teacher - Mrs F Parish

JOB DESCRIPTION

Title:	Pupil Supervisory Assistant
Grade:	LW
Responsible to:	Headteacher, Deputy Headteacher, SENCO, Class Teacher & HLTA
Responsible for:	The postholder has little or no supervisory responsibility other than assisting with work familiarisation of other employees, including new employees.
Purpose:	To work as part of a team within school/educational establishments to promote the learning and welfare of pupils by providing general support to pupils, under the direction of a HLTA, class teacher, SENCo, Head Teacher, Deputy Headteacher

Main Duties and Responsibilities:

1. To attend and assist pupils with their hygiene, health and safety, eating and general welfare requirements as necessary.
2. To support the school's policy on positive behaviour to ensure high standards of pupil behaviour.
3. To lead and encourage pupils to partake and promote play opportunities in games and activities commensurate with their age and ability.
4. To promote and foster good relationships between pupils through their engagement in play, work and games activities.
5. To challenge inappropriate behaviour and to provide pupils with boundaries of acceptable behaviour.
6. To identify any causes of concern displayed by pupils and to report these where appropriate.
7. To play an appropriate part in child protection procedures, such as relating relevant factual information and recording/reporting disclosures to the designated teacher/relevant professional.

8. To comply with Health and Safety requirements including arranging for first aid and/or administer prescribed medicines to pupils.
9. To oversee the cleanliness of dining areas e.g. clean up spillages and ensure hygiene of eating areas.
10. The general tidying of classrooms e.g. cleaning and rearranging of items of equipment/furniture after regular use or on a periodic basis, replacing and stacking stock, mounting display, and ensure equipment is fit for purpose etc.
11. Undertaking bulk photocopying and distributing to teaching staff and children.
12. Preparing and serving refreshments.
13. To take an active role in personal performance development and to participate in training.
14. There is a requirement within this role to support our lunchtime supervisions in the hall, on the playground, field or in the classrooms; to support the welfare, health and safety of pupils; to promote and foster good relationships between pupils through their engagement in play and games activities; to lead and encourage pupils to partake in games and activities commensurate with their age and ability.

The Postholder's duties must be carried out in compliance with the school's policies and procedures including child protection procedures and the Council's Equal Opportunities Policy, Information Security Policies, Financial Regulations and Standing Orders, the Health and Safety at Work Act (1974), and subsequent health and safety legislation.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the Postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.