



Cookridge Holy Trinity Church of England (A) Primary School

Green Lane Cookridge LEEDS LS16 7EZ
Telephone 0113 225 3040
www.holytrinity.leeds.sch.uk

JOB DESCRIPTION

Job Title: Supervisory Assistant
School: Cookridge Holy Trinity Church of England (Aided) Primary School
Pay Range: A1 pt 11 (£16,881.25 FTE)
Responsible to: Line Manager

Role:

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

Main Duties

1. Supporting pupils while they eat their lunch, cutting up food for pupils and making sure tables are clean and that water is available
2. Ensure standards for healthy eating and table manners are maintained
3. Report accidents to the office and complete an accident form if necessary
4. Ensure that school discipline policies are implemented
5. Support the work of other Supervisory Assistants
6. Support induction and training of new staff as required by the Line Manager
7. Respond to duty delegation as required by the Line Manager
8. Lead the children in the establishment of suitable playground games/activities
9. Record inappropriate pupil behaviour and convey serious incidents to the Line Manager and/or teacher
10. Maintain checks throughout the lunch break to ensure pupils are safe
11. Follow advice given by Line Manager on action to be taken in cases of inclement weather

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