

## **WEATHERHEAD HIGH SCHOOL**

### **SENIOR SUPERVISORY ASSISTANT**

**Band C, point 12, £8.59 per hour, (within the range £8.59- £8.94 per hour)  
7.5 hours per week, term time only, 12.15 pm – 1.45 pm**

**Responsible to: Senior Assistant Headteacher Student Services**

#### **Principal Responsibilities**

To contribute to the safety, welfare and behaviour of students throughout the lunch period and to report any matters requiring attention.

#### **Specific Duties**

- To ensure that students are appropriately organised and supervised for every situation throughout the lunch break.
- To monitor a designated area of the school as directed by the duty rota, including the dining hall, corridors and external areas.
- To deal appropriately with any matters requiring attention, utilising established systems to refer issues requiring additional action or support from Senior staff.
- To call for First Aid assistance if necessary.
- To accurately complete records which may be required for reporting of incidents.
- To ensure that corridors are left in a safe, clean and tidy condition at the end of each lunch period and to report anything requiring attention.
- To undertake training as may be required, including statutory safeguarding training.
- To be proactive in understanding and acting on all school policies in relation to the safeguarding of children and young people and adults who work with them.
- To undertake statutory Safeguarding training as required on an annual basis
- To undertake any other duties appropriate to the grading of the post as may be required by the Headteacher.