

# Petersgate Infant School



## Supervisory Assistant

Refer to the Supervisory Assistant (Grade A) role profile for the overarching role purpose, duties and accountabilities. See below for the specific duties required for this particular role.

### Main Duties:

#### Supervision of eating

- Monitoring the food intake of children, especially those under 5 within the statutory guidance. All children to remain sitting whilst eating
- Assisting the children with their breakfast or snack and support the opening of any food items, if needed
- Cleaning any spillages and surfaces
- Supervising the disposal of any food stuffs into the food waste bins
- Encourage the children to dispose appropriately of their rubbish from food items into the correct bin

#### Pupil Supervision

- Supervision of children, moving around the setting and provision, including outside on the playground. Intervening, where needed to support behaviour in order to maintain good order and to ensure pupils welfare and safety, in-line with the behaviour policy. If needed, follow individual children's behaviour plans and risk assessments and ensure consistency for key children with their behaviour support during the school day
- Report any significant behaviour incidents to a member of the Senior Management Team and log on CPOMS. Follow the behaviour policy in terms of natural, logical and protected consequences
- Promotion of 'positive play' by supporting the setting up of varied activities over the course of the week. Work with the children, by using pupil voice, in the selection of the different activities within the provision over the course of the week. Play alongside the children and model appropriate play and reinforce and reward the children using the SCARF values, in-line with the behaviour policy
- Ensuring hygiene routines are followed before their snack/breakfast by encouraging the washing and drying of hands and toileting. Supporting a child, where needed in partnership with the other member of the team with any individual intimate care plans or supporting the children if they have a toileting accident
- Basic first aid given and recording appropriately following the school policy for 'Bumps and Grazes' and any head traumas
- Ensure confidentiality of dealings within the school and that behaviour is not discussed with parents and families outside of school
- Support children with basic skills, like putting their coat on when playing outside

***Report any safeguarding incidents to a DSL or DDSL and record on CPOMS in line with school policies and procedures***