

Ysgol Clywedog

Job Description

Post: Middy Supervisory Assistant

Job Purpose:

Responsible under the direction of the Business Manager, or designated person for securing the safety, welfare and good conduct of pupils during the mid-day break period, in accordance with the practices and procedures of the Local Authority.

Main Duties & Responsibilities

Organisation

- Undertake the supervision of the pupils in the dining hall, playground areas and school premises as required
- Undertake appropriate ancillary duties, to include
 1. Ensuring the maintenance of good order and discipline throughout school.
 2. Dealing with any minor incidents with pupils, or reporting these to Assistant Headteacher (Behaviour) or relevant Progress Manager.

Responsibilities

- be aware of and comply with policies and procedures relating to health and safety, reporting all accidents to the Head or designated Officer;
- undertake other duties as required by your Headteacher and/or line manager.

Contacts

Headteacher
Business Manager
All Teaching/Non Teaching Staff
Pupils