JOB DESCRIPTION

Lunchtime Supervisory Assistant

**PURPOSE OF JOB**

* To assist teaching staff with monitoring pupils during lunchtime and to ensure the well being and safety of pupils, in line with the school's policies and procedures.
* Changing nappies and toilet hygiene
  + - * **Principle Responsibilities**
* Offering care and support throughout lunchtime.

Changing nappies and toilet hygiene

* Working as a team member under the direction of the Senior Lunchtime Care Assistant and/or teaching staff.
* Assisting teaching staff with the responsibility of a group of pupils or an area.
* Being responsible for the well-being and social interaction of the pupils during lunchtime.
* Assisting in the domestic care and welfare of pupils at meal times; and using specialist equipment where necessary
* Promoting good order and high standards of behaviour.
* Demonstrating flexibility in relation to covering different areas within the school.
* Assisting in the supervision of other activities during lunchtime including setting out and storing of relevant equipment.
* Ensuring the outside and inside areas are left tidy for the afternoon session.
* Reporting any accidents and incidents that occur during lunchtime to senior staff in line with school policies and procedures.
* Being watchful of any potentially hazardous situations e.g. slippery floors etc. and reporting concerns
  + - * General requirements
* Attending and participating in training and development courses as required.
* Attending meetings, liaising and communicating with colleagues in the school.
* Being an effective role model for the standards of behaviour expected of pupils.
* Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and local education authority.
  + - * **Professional Values and Practice**
* Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
* Treating pupils consistently with respect and consideration, and being concerned with their development as learners.
* In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
* Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
* Reflecting upon and seeking to improve personal practice.
* Working within schools policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
* Recognising equal opportunities issues as they arise in the schools and responding effectively, following schools policies and procedures.
* Building and maintaining successful relationships with pupils, parents/carers and staff.
  + - * The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.
      * The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.
      * The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.
      * The post holder must carry out their duties with full regard to the Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Academy Policies.
      * The postholder must comply with Health and Safety rules and regulations and with Health and Safety legislation.