FINCHALE PRIMARY SCHOOL

Lunchtime Supervisory Assistant

Job Description – January, 2015

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| **Job Description** | Lunchtime Supervisor |
| **Job Title** | Lunchtime Supervisory Assistant |
| **Role** | * To supervise pupils during our midday break, ensuring that children are kept safe at all times. * To support pupils in developing good table manners |
| **Responsible to** | Head Teacher |
| **Duties** | The Lunchtime supervisor will:   * Ensure pupils wash their hands before they eat. * Help younger pupils with their lunch, when required. * Assist pupils with the return of used plates, cutlery and beakers. * Supervise older pupils who act as Lunch Monitors. * Report to class teachers any pupil whose diet may give rise for concern. * Supervise pupils on the playground or in the classroom in accordance with school policies. * Ensure that pupils remain within a safe environment and that they play safely. * Help pupils acquire social skills. * Organise games and activities to encourage enjoyment at lunchtime. * Be a positive role model to the pupils in their care through dress, speech and attitude. * Attend to minor accidents sustained during the lunch period and seek appropriate assistance if necessary. * Attend to any pupils who may become ill during the lunchtime period, seeking appropriate assistance if necessary. * Liaise with staff as required in a professional manner. * Attend training as required. |
| The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations. | |
| The work of schools changes and develops continuously which in turn requires staff to adapt and adjust. Whilst the main duties and responsibilities of the post are set out above the job description is not limited to the above tasks and each individual task to be undertaken has not been identified. The duties and responsibilities above should not therefore be regarded as binding and may change. Any major changes will involve discussion and consultation with you. | |