

WINGATE INFANT SCHOOL

**Title of Post: Lunchtime Supervisory Assistant**

**Responsible to: Head Teacher**

**Salary: Grade 1, £14,338 -£15,207 per annum pro rata**

**Hours: 6 1/4 hrs per week - Mon, Tues, Wed, Thurs and Fri – term time only**

**11.50 to 1.10**

**Main Purpose of Job**

**To ensure the well-being of all pupils during lunchtimes.**

**SPECIFIC TASKS**

**These are the main duties and responsibilities needed to achieve the job purpose.**

* Supervise the washing of hands of pupils.
* Supervise entry/exit into/from the dining hall by the pupils.
* Support children to adopt healthy lifestyles and promote our children’s Right to nutritious foods and help them to have enjoyable lunchtimes.
* At all times adopt and put into practice our Rights Respecting approach to support our whole school community to be kind, respectful and sensitive to the needs of each other. This includes being a positive role model to all members of our school community (speech, dress, behaviour and attitude).
* Maintain a safe and caring atmosphere for all of our children including clearing up all spillages during mealtime promptly.
* Assist in wiping up tables, chairs when necessary at end of the meal.
* Support play when children are not in the hall for lunch – whether inside or out. Ensure children are kept safe at all times whilst the children are in your care.
* Help all children to be included in play and to make appropriate choices for activities.
* Perform basic first aid for minor incidents/accidents.
* Maintain accurate and relevant incident/accident records.
* To attend any training courses relevant to the post, ensuring continuing, personal and professional development.
* Role requires working with a team.
* Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents.
* The Post holder may undertake any other duties that are commensurate with the post.
* The Post holder has common duties and responsibilities in the areas of:-

Quality Assurance , Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality and Diversity, Confidentiality and Induction