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| **Job Title and Grade** |
| Supervisory Assistant (Living Wage) Band 3 | **JOB ID;** LUNCHTIME3 |
| **Possible local job titles** |
| Lunchtime Supervisor, Supervisory Assistant |
| **Purpose of the role** |
| To work as part of a team monitoring pupil behaviour during break times |
| **Responsibilities** |
| Under the guidance and direction of teaching staff and/or supervisors;* Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the break times, having regard to special or additional needs.
* Report incidents in line with school policy.
* As directed by teaching staff and/or supervisors, follow laid down rotas within the team
* Provide information as necessary to other school staff
* Encourage pupils to follow and adhere to school behavioural codes and expectations of cleanliness and tidiness
* Assist with first aid and welfare issues, looking after sick pupils as requested
* Undertake duties in indoor and outdoor environments
* Complete appropriate documentation as required
* Assist in the supervision of other activities during the midday break, including setting out and storing equipment
* Clean up spillages of food or liquid during meal service
* Wipe down tables and clean dining areas between meals
* Undertake similar work at other times, such as before and after school.
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| **Indicative Knowledge, Skills, Experience** |
| * Experience of working in a school environment.
* Knowledge of school procedures for the supervision of midday meals service and lunchtime activities
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| **School Ethos** |
| * Be aware of and support difference and ensure equal opportunities for all.
* Contribute to the overall ethos/work/aims of the school.
* Develop constructive relationships and communicate with other agencies/professionals where appropriate to the role.
* Share expertise and skills with others.
* Participate in training and other learning activities and performance development as required.
* Recognise own strengths and areas of expertise and use these to advise and support others.
* Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
* Within a responsibility of a duty of care, comply with all policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be an effective role model for pupils by demonstrating and promoting the positive values, attitudes and behaviour expected from pupils.
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