|  |  |
| --- | --- |
| **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. | |
| **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 | |
| **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. | |