COXHOE PRIMARY SCHOOL

Lunchtime Supervisory Assistant

Job Description

**Title of Post**: Lunchtime Supervisory Assistant

**Responsible to**: Head teacher

**Salary**:

**Hours**: 1 ½ hours per day (7 ½ hours per week) – Monday to Friday (11:40 am – 1:10 pm) - Term time only

**Main purpose of role**: To ensure well-being of pupils over lunchtime period

**Specific tasks** (*the main duties and responsibilities needed to achieve the job purpose*)

* Collect pupils from classes and supervise pupils whilst they wash their hands
* Supervise pupils whilst waiting for lunch
* Assist pupils during the meal service – carrying trays, cutting up food, providing water, opening drinks or food packaging
* Clear up all spillages during mealtime promptly
* Assist in setting up/wiping up chairs, tables when necessary at the beginning/end of the meal
* Supervise pupils whilst emptying trays
* Supervise pupils during both outdoor and indoor playtimes to include initiating games, talking with pupils, resolving disputes, ensuring all pupils play safely
* Taking pupils to and liaising with school first aiders in the case of pupils requiring first aid
* Assist the first aider in maintaining accurate records of accidents occurring
* Informing teaching staff and HT of any incidents occurring over lunchtime which caused problems for/between pupils and which may need reporting to parents
* Ensuring that all pupils follow the Behaviour policy of the school over lunch-time
* Attend training courses, as required, which are relevant to the post
* Present oneself as a role model to pupils in speech, dress, behaviour and attitude
* Work with other LSA’s as a member of the team
* Inform the Headteacher of any health and safety issues which may affect pupils or adults both in inside and outside areas of the school
* Maintain confidentiality over matters pertaining to the wellbeing of a child which they have discussed with school staff
* Any other duties designated by the Headteacher which are commensurate with the post