**Ropery Walk Primary School**

**Lunchtime Supervisory Assistant**

**Job Description**

**Responsible to:** Head Teacher

**Salary**: Grade 1 - £15,238 - £15,507 pro rata

**Hours:** 1.25 hours per day Monday – Friday – term time only

**Main purpose of the job:** to ensure the well-being of all pupils

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

* Supervise the washing of hands
* Supervise entry and exit of the dining hall by pupils
* Clear up spillages during mealtimes promptly
* Assist in wiping tables, chairs when necessary at the end of the meal
* Follow the school’s behaviour policy; ensuring pupils maintain high standards of behaviour, reporting any cases of misbehaviour, especially bully, as appropriate
* Supervision of children in designated areas ensuring good conduct in behaviour in accordance with the school’s behaviour policy
* Initiate games and activities where appropriate, whilst maintaining broad supervision
* Engage pupils in safe, enjoyable and creative activities
* Supervise children in classrooms during inclement weather
* 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
* To work as part of a team
* Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude
* 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, Appraisal, Equality and Diversity; Confidentiality and Induction