Bishop Ian Ramsey CE Primary School

Lunchtime Supervisory Assistant

Job Description **Title of Post:** Lunchtime Supervisory Assistant **Responsible to:** Head teacher

**Salary:**

**Hours:** approx **1** hour per day ( 5 hours per week) - Monday to Friday (12.DOnoon-1.00pm) - 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 servtce - 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