



## **JOB DESCRIPTION**

<b>Job Title:</b>	Lunchtime Supervisory Assistant
<b>Grade:</b>	SCP 11 (£15807 pro rata to the hours and weeks worked)
<b>Hours:</b>	8 hours per week term time
<b>Responsible to:</b>	Senior Lunchtime Supervisory Assistant

### **Purpose of Job:**

- To assist teaching staff with monitoring pupils during lunchtime and to ensure the well being and safety of pupils, in line with the school's policies and procedures.

### **Principle Responsibilities**

- Offering care and support throughout lunchtime.
- Working as a team member under the direction of the Senior Lunchtime Supervisory Assistant and/or teaching staff.
- Assisting teaching staff with the responsibility of a group of pupils or an area.
- Being responsible for the well being and social interaction of the pupils during lunchtime.
- Assisting in the domestic care and welfare of pupils at meal times; and using specialist equipment where necessary (for which relevant training will be provided if required).
- Promoting good order and high standards of behaviour.
- Demonstrating flexibility in relation to covering different areas within the school.
- Assisting in the supervision of other activities during lunchtime including setting out and storing of relevant equipment.
- Ensuring the outside and inside areas are left tidy for the afternoon session.

- Reporting any accidents and incidents that occur during lunchtime to senior staff in line with school policies and procedures.
- Being watchful of any potentially hazardous situations e.g. slippery floors etc. and reporting concerns to the Senior Lunchtime Supervisory Assistant.

### **General requirements**

- Attending and participating in training and development courses as required.
- Attending meetings, liaising and communicating with colleagues in the school.
- Being an effective role model for the standards of behaviour expected of pupils.
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and local education authority.

### **Professional Values and Practice**

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- Treating pupils consistently with respect and consideration, and being concerned with their development as learners.
- In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.
- Working within schools policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
- Recognising equal opportunities issues as they arise in the schools and responding effectively, following schools policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.

**The post holder must be committed to and comply with all policies and procedures involving safeguarding.**