

St Oswald's C of E Aided Primary and Nursery School



Job Description

Post Title: Lunchtime Supervisory Assistant
Grade: 1 (starting Point 10)
Responsibility: To ensure the safety and well being of pupils at lunchtime
Responsible to: Headteacher

Duties include:

- Supervising the washing of hands of pupils.
- Supervising entry/exit into/from the dining hall by the pupils.
- Supervising pupils in the dinner queue and eating meals.
- Assisting pupils in the dining hall.
- Ensuring cutlery, trays and leftovers are cleared.
- Clearing up all spillages during mealtime promptly.
- Assisting in wiping up tables, chairs when necessary at end of the meal.
- Ensuring pupils maintain high standards of behaviour, reporting any serious cases of misbehaviour as appropriate.
- Supervising children in designated areas ensuring good conduct in behaviour in accordance with the school's behaviour policy.
- Checking that groups of pupils do not congregate in inappropriate places (such as toilets).
- Supervising children during lunchtime in classrooms during inclement weather.
- Initiating games and activities where appropriate, whilst maintaining broad supervision.
- Engaging pupils in safe, enjoyable, and creative activities.
- Performing basic first aid for incidents/accidents.
- Providing pastoral care and support to sick and injured children taking appropriate action as necessary ensuring school staff are fully informed of incidents and accidents.

- Maintaining accurate and relevant incident/accident records.
- Attending any training courses relevant to the post, ensuring continuing, personal and professional development.
- Working with a team.
- Presenting oneself as a role model to pupils in speech, dress, behaviour and attitude.
- Develop supportive, responsive and positive relationships with children.
- Always listen to children's concerns and respond appropriately.
- Be alert for children who are vulnerable and intervene in disputes, as necessary.
- Undertaking any other duties that are commensurate with the post.
- Maintain confidentiality regarding pupils and school matters at all times.

Unless otherwise indicated, no part of this job profile should be construed as determining the amount of time spent on a particular duty or responsibility.

This job profile will be the subject of regular review and any part of it may be amended as a result of such a review or at any time after consultation with the post-holder.

Headteacher:

Lunchtime Supervisory Assistant:

Date: