 REDCAR AND CLEVELAND BOROUGH COUNCIL

# **LUNCH TIME SUPERVISORY ASSISTANT**

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| **Job Description**  **LEVEL 1 To work under the direct instruction of The Head Teacher and Senior Supervisory Assistant, to supervise pupils during the lunchtime period and ensure that problems are resolved or referred to appropriate level.** |
| RESPONSIBILITIES |
| * Ensure that pupils wash their hands before they eat * Escort pupils from and to the dining area, as necessary * Help younger pupils at the serving counter, encourage proper use of cutlery and help them cut up their food when necessary * Assist pupils with the return of used plates, trays, cutlery and beakers * Supervise pupils eating food brought from home, and ensure that pupils clear their packed-lunch equipment after use * Report to the head teacher any child whose diet may give rise for concern * Take charge of groups of children in the playground or the classroom, depending on the weather * Devise and initiate constructive play opportunities for children * Ensure that children remain within safe environment, and that they play safely * Set suitable behaviour standards in line with school policy * Help children acquire social skills * Attend to minor accidents sustained during the midday break or any pupil illness, and seek appropriate assistance from a first aider if necessary * Report to the senior midday supervisor any acts that constitute serious infringements of school behaviour expectations * Work under the direction of the teaching staff * Liaise effectively and professionally with staff as required at the start and end of the lunch period * Attend training, as required * To carry out other duties reasonably deemed to be within the responsibility of the post as requested by the Head Teacher. |

**Person Specification**

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|  | **Essential** | **Assessment method** |
| **Experience** | Experience of supervising children | Application and Interview |
| **Knowledge, Understanding and**  **Skills**  The Lunchtime supervisor will be able to: | Relate to children on their level  Inspire trust and confidence in children | Application and Interview |
| Understand the value of constructive play opportunities  Initiate games and activities appropriate to the age of the children | Application and Interview |
| Manage the behaviour of groups of children.  Model and maintain acceptable behaviour; and recognise behaviour giving cause for concern and be able to deal with appropriately | Application and Interview |
| Communicate effectively and efficiently with staff and pupils | Application and Interview |
| Work constructively as part of a team, understanding lunchtime roles and responsibilities and your own position within these | Application and Interview |
| Work within Wilton Primary’s policies relating to safeguarding, confidentiality, equal opportunities, health and safety, etc | Application and Interview |
| **Personal characteristics** | A calm but enthusiastic attitude / approach and an ability to adapt to a variety of situations | Reference and interview |
| Have a caring positive attitude towards pupil welfare | Reference and interview |
| Forms good relationships with colleagues across the school | Reference and interview |
| Maintain confidentiality | Reference and interview |