

**Job Description: Lunchtime Supervisory Assistant**

Grade: 1

Responsible to: The Headteacher and the Governing Body of the school

Main Purpose of the job: To be responsible for the care and supervision of the children before and after meals, covering the full interval between the close of the session preceding the meal and the re-opening of the session after the meal, in accordance with the Council’s policies and procedures.

* Supervise the washing of hands of pupils.
* Supervise entry/exit into/from the dining hall by the pupils.
* Assist pupils during the meal times.
* Ensure pupils maintain high standards of behaviour.
* Clear up all spillages during mealtime promptly.
* Supervision of children in designated areas ensuring good behaviour in accordance with the schools behaviour policy.
* Initiate games and activities during lunchtimes.
* Supervise children during inclement weather.
* Engage pupils in safe, enjoyable, and creative activities.
* Ensure minor incidents/accidents are reported.
* To attend any training courses relevant to the post, ensuring continuing, personal and professional development.
* Role requires working with a team.
* Have a caring and positive attitude.
* Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
* Undertake any other duties that are commensurate with the post.
* Have a commitment to whole life of the school.
* Carry out role in line with Durham County Lunchtime Supervisor Job description.

General

* Comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
* Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
* Any other duties deemed appropriate towards the provision of a high quality service.

**Mission Statement: Our aim is to provide quality education in a safe and caring environment.**