

St. Mary's R.C.V.A. School

Wingate

St. Mary’s RCVA Primary School, Wingate

JOB DESCRIPTION

**Title of Post: Lunchtime Supervisory Assistant**

**Responsible to: Headteacher**

**Salary: Grade 1, £16,863 to £17,007 pro rata** **per annum**

**Hours: 7 1/2 hrs per week - Mon, Tues, Wed, Thurs and Fri – term time only**

**11.45 to 1.15**

**Main Purpose of Job**

**To ensure the well-being of all pupils.**

**To be responsible for the supervision and control of pupils during lunchtime.**

**To support school behaviour management by supervising areas of the school during lunchtimes and providing activities to divert pupils from engaging behaviour that does not meet the standards required.**

**Enhanced Enhanced DBS check confirming suitability to work with children will need to be completed (school will arrange this).**

**DBS**

**SPECIFIC TASKS**

**These are the main duties and responsibilities needed to achieve the job purpose:**

* Supervise the washing of hands of pupils.
* Supervise entry/exit into/from the dining hall by the pupils.
* Assist pupils during the meal service.
* Clear up all spillages during mealtime promptly.
* Assist in wiping up trays, tables, chairs when necessary at end of the meal.
* Ensuring Health and Safety and other school procedures are observed, reporting of incidents/accidents and taking actions as required.
* Maintain accurate and relevant incident / accident records.
* Support the Leadership Team with evacuation procedures, if necessary.
* Raise safeguarding concerns appropriately.
* Be aware of individual pupil circumstances – i.e. – food allergies and medical conditions
* Ability to be firm but fair at all times.
* Willingness to maintain confidentiality on all school matters
* Ensure pupils maintain high standards of behaviour, reporting any cases of misbehaviour, especially bullying, as appropriate.
* Supervision of children in designated areas ensuring good conduct in behaviour in accordance with the school’s behaviour policy.
* Initiate games and activities where appropriate, whilst maintaining broad supervision.
* Supervise children in classrooms during inclement weather.
* Engage pupils in safe, enjoyable, and creative activities.
* Perform basic first aid for minor incidents/accidents.
* To attend any training courses relevant to the post, ensuring continuing, personal and professional development.
* Role requires working with a team.
* Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
* Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents.
* The Post holder may undertake any other duties that are commensurate with the post.
* The post holder has common duties and responsibilities in the areas of:-

Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction