**Ebchester CE Primary School**

**JOB DESCRIPTION**

 **Post Title:** Lunchtime Supervisory Assistant

 Grade 1

**Responsible to:** Head Teacher

**Responsibility:**

* To be responsible for the supervision and control of pupils during lunch time.
* To support school behaviour management by supervising areas of the school during lunchtimes and providing safe, enjoyable and creative activities.
* The post holder will be responsible for the safety, welfare and good behaviour of pupils during lunchtime.

**Main Duties and Responsibilities**

* To supervise and organise play for the pupils during the lunch break.
* To ensure pupils maintain a high standard of behaviour and follow the school behaviour policy when dealing with misbehaviour
* To clear up spillages during mealtimes and assist in wiping up tables at the end of the meal
* To attend training and other meetings as required.
* To abide by the school policies and procedures, including equality procedures.

**Pupil Health and Safety**

* Ensuring Health and Safety and other school procedures are observed, reporting of accidents and performing basic first aid for minor incidents/ accidents
* Support the Leadership Team with evacuation procedures.
* Raise safeguarding concerns appropriately.
* Be aware of individual pupil circumstances – i.e. – food allergies and medical conditions

**Pupil Behaviour**

* To positively promote healthy, safe and considerate behaviour.
* To proactively ensure pupil compliance with school’s rules.
* To support other members of staff in managing pupil behaviour and providing activities.

**General requirements and Skills**

* Ability to demonstrate a flexible approach to work.
* Ability to offer reliability and punctuality.
* Ability to demonstrate common sense and initiative.
* Ability to be firm but fair at all times.
* Willingness to maintain confidentiality on all school matters
* To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed suitable by the Head Teacher.

Signed: Lunchtime Supervisory Assistant

Signed: Head Teacher