**Sedgefield Hardwick Primary School**

**Lunchtime Supervisory Assistant**

**Job Description**

**Title of Post:** Lunchtime Supervisory Assistant

**Responsible to:** School Business Manager

**Salary:** £18,065 Pro Rata

**Hours:** 1.5 hrs per day Mon, Tues, Wed, Thurs and Fri – Term Time only(6.25 per week)

**Main Purpose of Job**

To ensure the well-being of all pupils.

**Specific Tasks**

**These are the main duties and responsibilities needed to achieve the job purpose. Concentrate on outputs rather than tasks and use bullet points:**

* Supervise the washing of hands of pupils.
* Supervise entry/exit into/from the dining hall by the pupils.
* Assist pupils during the meal service.
* Ensure pupils maintain high standards of behaviour, reporting any cases of misbehaviour, especially bullying, as appropriate.
* Clear up all spillages during mealtime promptly.
* Assist in wiping up tables, chairs when necessary at end of the meal.
* Supervision of children in designated areas ensuring good conduct in behaviour in accordance with the schools 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.
* Maintain accurate and relevant incident/accident records.
* 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, Appraisal, Equality & Diversity, Confidentiality and Induction