

**LUNCH TIME SUPERVISORY ASSISTANT
JOB DESCRIPTION FOR ACADEMIC YEAR 2019 - 2020**

LEVEL 1 To work under the direct instruction of The Head Teacher to supervise pupils during the lunchtime period and ensure that problems are resolved or referred to appropriate level.

RESPONSIBILITIES

- Escort pupils from and to the diner area, as necessary
- Ensure that pupils having a school lunch are in the dining hall at the correct time
- Help younger pupils at the serving counter with the 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, and with the cleaning of tables when lunch is finished
- Supervise pupils eating food brought from home, and ensure that all packed-lunch equipment is cleared away 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 when required
- 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, and seek appropriate assistance if necessary
- Attend to any pupil who becomes ill during the midday break, and again seek appropriate assistance
- Report to teaching staff any acts that constitute serious infringements of school rules
- Work under the direction of the Head Teacher
- Liaise effectively and professionally with staff; teachers and parents, as required
- 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.