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**Howden le Wear Primary School**

**Lunchtime Supervisory Assistant/Play Leader Job Description**

**Pay Grade: Grade 1**

**Responsibility to: Head Teacher**

The Lunchtime Supervisory Assistant/Play Leader will 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.

The main duties will be carried out under the direction and control of the Head Teacher and will include the following:

* Supervise the washing of hands of pupils, ensuring good conduct.
* Supervise entry/exit into/from the dining hall by pupils.
* Assist pupils during the meal service. Encourage correct use of knife, fork and spoon.
* Encourage good table manners. i.e. eat main and then dessert.
* Ensure pupils maintain high standards of behaviour, reporting any cases of misbehaviour, as appropriate.
* Clear up all spillages during mealtime promptly.
* Assist in wiping up tables and 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/know who school first aiders are and approach for help when required.
* To attend any training courses relevant to the post, ensuring continuing, personal and professional development.
* 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 and ensuring school staff are fully informed of incidents and accidents.
* Encourage independence i.e. cutting up own food, pouring own drink, scraping own tray.
* Check that all external doors and playground equipment shed is closed when children return for their teaching session, ensure all equipment is removed from the playground.
* Remove and report any major damage to playground equipment to the Headteacher and in his absence, the Deputy Headteacher.

The Post holder may undertake any other duties that are commensurate with the post.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_