

Lunchtime Supervisory Assistant
Salary Scale SCP 3
6hrs 15 mins per week – Term time only

Job Purpose

To be responsible for the care and supervision of the children before, during 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.

Key Result Areas

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

- Supervise the washing of hands of pupils.
- Supervise entry/exit from the dining halls by the pupils.
- Assist pupils during the meal service.
- Ensure pupils maintain high standards of behaviour, managing and reporting any cases of misbehaviour, especially bullying, as appropriate.
- Clear up all spillages during mealtime promptly.
- Assist in wiping tables, chairs when necessary at the 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.
- Be familiar with keeping children safe and following the schools' safeguarding procedures to report any worries or concerns to a member of the Designated Safeguarding Team.
- 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, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.

Applicant's signature: _____

Date: _____

Headteacher signature: _____

Date: _____