

<b>Post Title:</b> Lunchtime Supervisory Assistant		<b>EDEN ACADEMY TRUST</b>		<b>Office Use</b>
<b>Grade:</b> Band 1		<b>Workplace:</b> HEXHAM PRIORY SCHOOL		<b>JE ref:</b>
<b>Responsible to:</b> School Leadership Team		<b>Date:</b>	<b>Lead &amp; Man Induction:</b>	
			<b>HRMS ref:</b> <b>S1428</b>	
<b>Job Purpose:</b> Under the direction of SLT or HLTA, to ensure the safety, welfare and good conduct of pupils during the midday break period.				
<b>Resources</b>	Staff	None.		
	Finance	None.		
	Physical	None.		
	Clients	None.		
<b>Duties and key result areas:</b> Individually or as part of a team, Include but are not restricted to:-				
<ol style="list-style-type: none"> <li>1 To supervise pupils regarding personal hygiene before lunch, arranging hand washing, changing and dressing where necessary.</li> <li>2 To assist and supervise in the dining room as follows: <ul style="list-style-type: none"> <li>• Serve meals to children where required</li> <li>• Encourage table manners e.g. appropriate use of cutlery, consideration for others etc.</li> <li>• Feeding pupils with profound and multiple learning difficulties</li> <li>• Assisting pupils with returning plates</li> <li>• Clearing up spillage as appropriate</li> </ul> </li> <li>3 To liaise with teachers and other staff about the appropriate seating and other arrangements for pupils during lunch time</li> <li>4 To liaise with the Unit Manager regarding meals, special dietary requirements etc.</li> <li>5 To share in indoor and outdoor supervision during the midday break</li> <li>6 To organise appropriate games and activities</li> <li>7 To monitor and manage pupils behaviour in line with school policies and with support from other school staff</li> <li>8 To liaise with teachers and teaching assistants at the end of lunchtime about any issues that have arisen</li> <li>9 To participate in training courses, which may involve overtime payments</li> <li>10 Comply with all school polices relating to: Health and Safety; Child Protection and Safeguarding</li> <li>11 Work in such a way to promote the ethos and vision of the school</li> <li>12 To undertake other duties and responsibilities as required commensurate with the grade of the post</li> </ol>				
<b>Work Arrangements</b>				
Physical requirements:		Continuous standing and walking, hoisting, repetitive bending.		
Transport requirements:		None.		
Working patterns:		Monday to Friday lunchtime working.		
Working conditions:		Inside and Outside working.		

<b>Post Title:</b> Lunchtime Supervisory Assistant	<b>Director/Service/Sector:</b> Children's Services	Ref:
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Qualifications and Knowledge</b>		
Experience of working with and caring for children of the relevant age		
<b>Experience</b>		
No specific experience in the workplace is necessary.	Some experience in a similar environment.	
<b>Skills and competencies</b>		
Ability to follow straightforward oral and written instructions and to keep basic work records.	Appropriate first aid training	
Physical skills related to the work.	Previous experience of working with children or young people with a learning disability	
Working as a member of a team	Knowledge of communication approaches used with children or young people with learning disability	
<b>Physical, mental and emotional demands</b>		
Ability to work outdoors all year round.		
<b>Motivation</b>		
A commitment to providing a quality service to school.	A willingness to undertake job related training.	
<b>Other</b>		
Reliability		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits