

**HOTSPUR PRIMARY SCHOOL**  
**LUNCHTIME SUPERVISORY ASSISTANT (LEVEL 1)**  
**JOB DESCRIPTION**

- POST TITLE:** Lunchtime Supervisory Assistant (Level 1)
- GRADE:** N2
- RESPONSIBLE TO:** Headteacher and Governors of Hotspur Primary School through Learning & Equalities Champion and Extended Services Manager
- JOB PURPOSE:** Day to day responsible to the Midday Supervisor to ensure the safety and welfare of pupils on the school site during the lunchtime break.
- MAIN DUTIES:** The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

**Pupil Support**

- Supervision of pupils taking a school meal as well as other pupils on the site during the lunchtime break.
- Maintaining discipline throughout the lunchtime break in accordance with guidance given by the Learning & Equalities Champion and Extended Services Manager and to report back accordingly.
- Recording incidents using appropriate procedures, such as incident book or accident book, in order to fulfil the school's legal obligations.
- The supervision of pupils returning to the premises at the end of the lunchtime break.

**Welfare and other duties**

- Accepting shared responsibility for the creation of a safe environment for pupils inside and outside.
- Providing general care and welfare by responding appropriately to the social, emotional and physical needs of pupils.
- Administering first aid to pupils in accordance with the school's policy and procedures.
- To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.

**Child Protection**

- The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.