



**Job Description
For the post of
Lunchtime Supervisory Assistant
St. Mary's Catholic Primary School**

Job Purpose:

Assist with the care and welfare of pupils within the school over the lunch period including the patrol of the school both inside and out in line with school policy. Promote good behaviour on school premises and promote school behavioural codes.

Main Duties:

- As directed by the Head Teacher/appropriate member of staff, follow laid down rotas within the team
- Exchange information as necessary with school staff
- Supply information to children and others to promote school behavioural codes
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with others/staff etc. Report all injuries to appropriate school officer
- Complete appropriate documentation in response to accidents
- Undertake training as appropriate
- Undertake duties in both an indoor and outdoor environment
- Supervise individual children as and when required
- Supervision of children in playground, to follow school expectations of behaviour, cleanliness and tidiness
- Ensure cleanliness of equipment used
- Clean up spillages on tables and floors and clear food trays and cutlery away in line with school procedures
- Encourage children with healthy eating and helping as and when necessary with pupils at mealtimes who may have difficulty or are unable to feed themselves

General:

- Comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory
- Any other duties deemed appropriate towards the provision of a high quality service