St Oswald’s C of E Aided Primary and Nursery School

Together we learn to love and shine

***‘Your word is a lamp for my feet a light on my path.’***

***Psalm 119:105***

**Job Description**

**Post Title**: Lunchtime Supervisory Assistant Grade: 1

**Responsibility:** To ensure the safety and well-being of pupils at lunchtime

**Responsible to**: Headteacher

**Duties include:**

• Supervising the washing of hands of pupils.

• Supervising entry/exit into/from the dining hall by the pupils.

• Supervising pupils in the dinner queue and eating meals.

• Assisting pupils in the dining hall.

• Ensuring cutlery, trays and leftovers are cleared.

• Clearing up all spillages during mealtime promptly.

• Assisting in wiping up tables, chairs when necessary at end of the meal.

• Ensuring pupils maintain high standards of behaviour, reporting any serious cases of misbehaviour as appropriate.

• Supervising children in designated areas ensuring good conduct in behaviour in accordance with the school’s behaviour policy.

• Checking that groups of pupils do not congregate in inappropriate places (such as toilets).

• Supervising children during lunchtime in classrooms during inclement weather.

• Initiating games and activities where appropriate, whilst maintaining broad supervision.

• Engaging pupils in safe, enjoyable, and creative activities.

• Performing basic first aid for incidents/accidents.

• Providing pastoral care and support to sick and injured children taking appropriate action as necessary ensuring school staff are fully informed of incidents and accidents.

• Maintaining accurate and relevant incident/accident records.

• Attending any training courses relevant to the post, ensuring continuing, personal and professional development.

• Working with a team.

• Presenting oneself as a role model to pupils in speech, dress, behaviour and attitude.

• Develop supportive, responsive and positive relationships with children.

• Always listen to children’s concerns and respond appropriately.

• Be alert for children who are vulnerable and intervene in disputes, as necessary.

• Undertaking any other duties that are commensurate with the post.

• Maintain confidentiality regarding pupils and school matters at all times.

Unless otherwise indicated, no part of this job profile should be construed as determining the amount of time spent on a particular duty or responsibility.

This job profile will be the subject of regular review and any part of it may be amended as a result of such a review or at any time after consultation with the post-holder.

Headteacher:

Lunchtime Supervisory Assistant:

Date: