

JOB DESCRIPTION

Post title:	Lunchtime Supervisory Assistant
Academy:	Atkinson Road Primary Academy
Reporting to:	Head of School
Salary/Pay range:	£25,949 FTE, £2,948 actual salary
Hours of work:	5 hours per week, term time only

Purpose of Job

Main Duties and Responsibilities

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- Supervision of pupils taking a school meal as well as other pupils on site during the midday break.
- Maintaining discipline throughout the lunchtime break in accordance with guidance given by the Head of School 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.
- Support the catering team during meal service.
- Ensure children remain within a safe environment and are able to play safely.
- To promote and implement the School's Policies in all aspects of employment and service delivery.
- Any other duties as may reasonably be requested by the Head of School/Welfare Manager. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety.
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education where required.