

FALLA PARK COMMUNITY PRIMARY SCHOOL

JOB PROFILE

LUNCHTIME SUPERVISORY ASSISTANT

GRADE B

Job Title: Lunchtime Supervisory Assistant
Responsible to: Head Teacher/Deputy Head Teacher
Purpose of job: To assist with the supervision and safety of children on site during the lunchtime break

The duties of the post will be allocated by the Head Teacher and will include:

- Responsibility for the safety, welfare and conduct of children during lunchtimes
- Communicating effectively with all staff and children promoting professional relationships at all times
- Supervising children as they line up in the dining hall
- Encouraging children to eat healthily, develop good eating habits and promote positive interactions
- Supporting children whilst in the dining hall, reinforcing the proper use of cutlery and assisting younger children as required
- Ensuring high standards of cleaning are maintained – dining tables, seats and floors are swept between sittings, then cleaned and cleared ready for use in the afternoon
- Monitoring children and ensure no one enters in the building or classrooms unsupervised
- Ensuring children remain within a safe environment and are able to play safely
- Actively encouraging children to co-operate and play together
- Leading play in the playground or during 'wet lunchtime' by initiating and leading games with the children and encouraging positive behaviour
- Setting suitable and positive behaviour standards in line with the school's Behaviour Policy
- Ensuring all incidents are dealt with in a calm and positive manner in line with the school's Behaviour Policy and then report any incidents requiring escalation to the appropriate staff
- Ensuring that all incidents requiring first aid are communicated and recorded appropriately and in line with school's procedures and policies
- Being familiar with and maintain up to date knowledge of the school's Child Protection and Safeguarding procedures
- Maintaining confidentiality at all times
- Participating in annual safeguarding training, staff inset day in September and other training as required
- Taking on roles and responsibilities as directed by the Head Teacher or Deputy Head Teacher

The job description may be reviewed at the end of the academic year (or earlier if necessary) and can be amended after consultation with the post holder.

Signed

Date