

Job Title and Grade	
Supervisory Assistant (Living Wage) Band 3	JOB ID; LUNCHTIME3
Possible local job titles	
Lunchtime Supervisor, Supervisory Assistant	
Purpose of the role	
To work as part of a team monitoring pupil behaviour during break times	
Responsibilities	
Under the guidance and direction of teaching staff and/or supervisors; • Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the break times, having regard to special or additional needs. • Report incidents in line with school policy. • As directed by teaching staff and/or supervisors, follow laid down rotas within the team • Provide information as necessary to other school staff • Encourage pupils to follow and adhere to school behavioural codes and expectations of cleanliness and tidiness • Assist with first aid and welfare issues, looking after sick pupils as requested • Undertake duties in indoor and outdoor environments • Complete appropriate documentation as required • Assist in the supervision of other activities during the midday break, including setting out and storing equipment • Clean up spillages of food or liquid during meal service • Wipe down tables and clean dining areas between meals • Undertake similar work at other times, such as before and after school.	
Indicative Knowledge, Skills, Experience	
• Experience of working in a school environment. • Knowledge of school procedures for the supervision of midday meals service and lunchtime activities	
School Ethos	
• Be aware of and support difference and ensure equal opportunities for all. • Contribute to the overall ethos/work/aims of the school. • Develop constructive relationships and communicate with other agencies/professionals where appropriate to the role. • Share expertise and skills with others. • Participate in training and other learning activities and performance development as required. • Recognise own strengths and areas of expertise and use these to advise and support others. • Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory. • Within a responsibility of a duty of care, comply with all policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Be an effective role model for pupils by demonstrating and promoting the positive values, attitudes and behaviour expected from pupils.	