

Job Profile

Job Title and Grade	
Supervisory Assistant (Living Wage) Band 3	JOB ID: LUNCHTIME 3
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. • 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. • Complete appropriate documentation as required. • Undertake duties in indoor and outdoor environments. • 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. • 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. • Promote and safeguard the welfare of children and young people that you are responsible for or come into contact with.	
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, safeguarding, 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.	

Job Profile

Agreed:

Signed:

Post Holder

Date:

The work of the school changes and develops continuously which in turn requires staff to adapt and adjust. Whilst the main duties and responsibilities of the post are set out above, the job description is not an exhaustive list of tasks and each individual task to be undertaken has not been identified. The duties and responsibilities above should not therefore be regarded as immutable but may change in line with national prescription, terms and conditions of employment and/or any relevant school improvement priorities set from time to time. Any major changes will involve discussion and consultation with you.