



JOB DESCRIPTION

Lunchtime Supervisory Assistant

Purpose of Job

To supervise and ensure the safety of children throughout the mid-day break by encouraging children to treat each other with respect and to follow Gillas Lane Primary Academy and Aim High Academy Trust Behaviour Policy at all times.

Main Duties / Responsibilities

- Take instructions from the Lunchtime Supervisor and Senior Leadership Team (SLT) regarding the supervision of children throughout the lunchtime break.
- Supervise designated areas by following the rules set out in the Behaviour Policy and reporting unruly behaviour to a member of SLT.
- Deal with minor problems and report any persistent unruly behaviour, incidents of fighting, bullying or racial / personal abuse involving parents to the Lunchtime Supervisor or a member of the SLT as appropriate.
- Ensure children leave the dining hall in a tidy condition by giving the necessary guidance to children in respect of cleaning plates, placing cutlery and crockery in trays provided and seating arrangement.
- Be aware of and comply with Gillas Lane Primary Academy and Aim High Academy Trust policies relating to child protection, health and safety, confidentiality and data protection.