Address: Suite 2, 3rd Floor, St Nicholas Building,
St Nicholas Street, Newcastle upon Tyne, NE1 1RF
Telephone: 0191 662 2400 **Email:** info@laidlawschoolstrust.com
Website: www.laidlawschoolstrust.co.uk

JOB DESCRIPTION

Post title: Lunchtime Supervisory Assistant
Academy: South Hylton Primary Academy
Reporting to: Senior Leader with designated responsibility
Salary/pay range: £25,949 FTE, £3,743.24 actual salary (Real Living Wage)
Hours of work: 6.25 hours per week, term time only plus 3 training days

---

Job purpose

To ensure the safety and welfare of pupils on the Academy site during the midday break.

Main duties and responsibilities

The following main duties and responsibilities are as follows:

- Supervision of pupils taking a school meal as well as other pupils on the site during the midday break.
- Maintaining discipline throughout the midday break in accordance with guidance given by the Academy's Leadership Team and to report back accordingly.
- Responsible for taking a class register at the midday break in the event of an evacuation.
- Recording incidents using appropriate procedures, such as CPOMS or the accident book.
- Maintain a clean environment for pupils in the dining hall.
- Support the catering team during meal service.

Other duties

- Carry out any other duties in accordance with the expectations of a Lunchtime Supervisory Assistant at the reasonable request of the Senior Leader with designated responsibility.
- Ensure that the area of work complies with legislation relating to health and safety, and observe and implement specific responsibilities in relation to these matters as detailed within the Trust's policy.
- 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.
- Be aware and familiar with policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action in accordance with policies and Keeping Children Safe in Education where required.