LUNCHTIME SUPERVISORY ASSISTANT - JOB DESCRIPTION

GRADE – Band 3

LINE MANAGER – Nicola Barrass

LOCATION – Kingsley Primary School

General Conditions of Service

This is related to the general contract received from Hartlepool Borough Council in relation to lunchtime supervisory assistant in the early years and specialist SEND classes.

Purpose of the role

Under the guidance and direction of teaching staff and/or senior leadership

- Support and supervise children within the early years and specialist SEND classes during lunchtime.
- Support and supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils.
- Encourage pupils to follow and adhere to school behavioural policy and expectations of cleanliness and tidiness.
- Assist with first aid and welfare issues.
- 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.
- 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 with, or caring for children age 3-11.
- Following induction knowledge of school procedures for the supervision of midday meal service and lunchtime activities.

School Ethos

- Be aware of and support difference and ensure 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.