

Job Description

Post Title:	Lunchtime Supervisory Assistant – Level 1	A5339
Grade:	BB02	
Responsible to:	Head Teacher, School Business Manager	
Job Purpose:	To provide administrative support to meet the needs of the school. To ensure the smooth running of the school office and provide support to all areas of school administration.	

Job Purpose

Responsible to the School Business Manager and the Headteacher to ensure the safety, supervision and welfare of pupils on the school site during the mid-day break, and for the safe conduct of pupils at the commencement and near the end of the mid-day break. To promote good behaviour management.

Main Duties

The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

Hours of Work

5.5 hours per week (term time only) or such hours determined by the Board of Governors. Please arrive in school approximately 5 minutes before commencing duties. Please note holidays should not be taken during term-time.

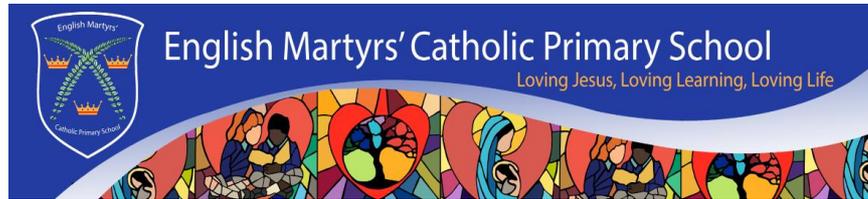
Specific responsibilities include:

- Supervision of pupils taking a school meal as well as other pupils on the site during the mid-day break.
- Maintaining discipline throughout the lunchtimes break in accordance with guidance given by the Head Teacher and to report back accordingly.
- Recording incidents using appropriate procedures, such as incident book or accident book, in order to fulfil the LEA's legal obligations.
- The supervision of pupils returning to the premises at the end of the mid-day break.

Key Tasks of the Post

1. To supervise the children throughout the lunchtime break. You will:

- Check that all children have washed their hands before entering the dining hall and, where necessary, to help younger children to do so.
- Train children to use the cutlery correctly and to observe table manners.
- Be responsible for the general standard of behaviour in the dining hall. To ensure that children are quiet and orderly, line up sensibly etc.
- Help children who have eating difficulties e.g. cutting up meat.



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- Ensure that all spillages of food or liquid both on the table and on the floor are cleaned up immediately in order to maintain a safe and hygienic environment.
- Encourage the children to eat their meals and to try everything on their trays.
- Deal immediately with any hazards which could cause an accident in the dining hall.
- Supervise the children at play, patrolling the yard/field, after they have left the dining hall and organise games for children.
- Inform the Head Teacher or Deputy/Acting Head of School concerns about unacceptable behaviour. Inform Class teachers of incidents related to children in their own class.
- Display commitment to the protection and safeguarding of children.
- Give immediate attention to accidents and report them as soon as possible to the person on First Aid duty.
- Attend any training courses which the Head Teacher may consider appropriate to the duties of the job.
- Maintain the principles and procedures set out in the Schools' Mission Statement and Behaviour Policy.
- Build up positive relationships with the children.

General

- Promote and implement the Trust's equalities policies in all aspects of employment and service delivery
- Promote and safeguard the welfare of children and young people s/he is responsible for or comes into contact with.
- Assist in maintaining a healthy, safe, and secure environment and to act in accordance with the Trust's policies and procedures.
- Promote understanding of the Trust's mission, vision and values and lead by example through outstanding professional conduct

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.