



JOB DESCRIPTION

POST TITLE: Lunchtime Supervisory Assistant

REPORTS TO: Assistant Head Teacher

MAIN PURPOSE: To work under the direct instruction of the Assistant Head Teacher, to supervise children during the lunchtime period and ensure that children are happy during their lunch break.

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TASKS:

- Ensure that children wash their hands before they eat
- Escort children to and from the dinner area, as necessary
- Ensure that children having a school lunch are in the dining hall at the correct time
- Help younger children with the proper use of cutlery
- Assist children with the return of used plates, trays, cutlery and beakers etc
- Assist with the cleaning of tables when lunch is finished
- Report to the class teacher any child whose diet may give rise for concern
- Supervise children eating food brought from home, and ensure that all packed-lunch equipment is cleared away after use
- Supervise children outside or the classroom, depending on the weather
- Devise and initiate constructive play opportunities for children when required
- Ensure that children remain within a safe environment, and that they play safely
- Set suitable behaviour standards in line with school policy
- Help children develop social skills
- Attend to minor accidents sustained during the lunch break, and seek appropriate assistance if necessary
- Attend to any child who becomes ill during the lunch break, and again seek appropriate assistance
- Work in partnership with all staff in school
- Participate in training and other learning activities and performance development as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.
- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
- Demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.



PERSON SPECIFICATION

POST TITLE: Lunchtime Supervisory Assistant

GRADE: C (SCP 3)

A-application

I –interview

R - references

	Essential
QUALIFICATIONS/ TRAINING:	<ol style="list-style-type: none"> 1. Basic skills A R 2. Willingness to participate in training and development opportunities A
EXPERIENCE:	<ol style="list-style-type: none"> 3. Experience of working in a school environment A 4. Experience of working with children in a similar age group A
SKILLS/ KNOWLEDGE:	<ol style="list-style-type: none"> 5. Ability to relate well to children and adults A 6. Good communication skills A I R 7. Ability to work effectively as part of a team A I R 8. Be able to maintain confidentiality I 9. The ability to organise lunchtime activities for children, in conjunction with other staff in school A 10. The ability to be proactive and ensure that children’s lunchtimes are safe and happy A 11. Able to use own initiative A I R 12. The ability to manage behaviour of children in a positive and supportive manner A I R 13. An understanding of hygiene and good health A 14. Relevant knowledge of First Aid A 15. Understanding of safeguarding procedures in a school A I
PERSONAL ATTRIBUTES:	<ol style="list-style-type: none"> 16. Friendly, approachable and professional manner I 17. Calm approach I 18. A commitment to working as part of the whole school team and supporting the vision and aims of our school A I R