



Job Description

Name of Post Holder:

Title of Post: Lunchtime Supervisory Assistant

Responsible to: Headteacher

As a Lunchtime Supervisory Assistant, you are Responsible For:

- Supervising pupils during the designated time, ensuring their health, welfare and security during the time in your care.
- Upholding school rules and following the behaviour systems effectively so there is equality for all pupils. This includes pupils in your allocated class and pupils throughout the school.
- Ensuring that children are provided with a systematic and orderly routine which does not change.
- Ensuring that pupils don't spend excessive time queuing and lining up.
- Ensuring that children are provided with a pleasant and nurturing environment during the lunch break.
- Communicating important information to class teachers at the end of the break time in a professional and effective way.
- Ensuring you have access to first aid resources, behaviour records and rewards
- Ensuring a fully stocked red backpack is close at hand during your shift.
- Encouraging children to take part in constructive activities during their lunch break.
- Reporting serious incidents to either the Headteacher, Deputy Headteacher or SLT.

Professional Conduct

- Be a supportive member of the lunchtime supervision team.
- Be prepared for handling food by:
 - maintaining clean hands and nails
 - fastening hair back if it is long
- ensuring your hands have been washed before starting your duty
- ensuring earrings are securely fastened and only stud earrings to be worn
- Whilst on duty in the classroom, hall, yard, field or outdoor space:
 - No eating
 - No drinking
- Bags and all personal belongings must be locked in a provided locker throughout the duty and collected at the end of your shift.
- Always maintain a professional tone with colleagues, pupils and parents.
- Clothing must be fit for purpose – no Jeans, jeggings and no leggings.

Duties

The duties of the post will be allocated by the Headteacher. The duties will include:

1. Assisting (as necessary) young pupils to visit the toilet and wash hands afterwards.
2. Ensuring all pupils have washed their hands before collecting and eating their dinner whether this is school dinner or packed lunch.
3. Supervising the orderly movement of pupils in and around the school and around the building.
4. When necessary, directing pupils to collect cutlery and meals.
5. Supervising and promoting good quality table manners and the correct use and hold of cutlery. (Promoting knife held in the right hand and fork held in the left hand).
6. Assisting young children to cut food but not doing it for them (hand over hand for youngest children and those who need support).
7. Encouraging pupils to try new food in a supportive manner but without force.
8. Supervising pupils in the hall or in the classroom, you must use a quiet voice yourself to maintain general discipline.
9. Maintain a healthy and safe environment for the pupils and the adults in the school by promptly dealing with spillages or potential risks to health and safety (this is everyone's duty).

Play Work

Provide creative and appropriate play opportunities including preparing activities and organising equipment whilst having the ability to consult with children and involve them in the planning of activities. You should promote health and well-being through physical activity and play and ensure that play provision is varied and is accessed by pupils with different needs and pupils at different stages of development. Take an active role in the academy's pastoral care by taking some time to talk to and listen to children share their ideas about their own interests, hobbies, friends, family, feelings, etc.

Appraisal

Participate in the annual appraisal of the performance of yourself, providing evidence that all targets have been met.

Review, Induction, Further Training and Development

Understand that training to improve performance is expected within this role and that it is reasonable for the post holder to make requests to attend specific training courses.

Health and Safety

All employees are expected to be mindful of the health and safety of themselves and of others. Within the school setting, this includes ensuring the safety and welfare of our pupils by ensuring the environment is continually kept safe, visitors are signed in and out, and gates/doors are secure.