

## **Lunchtime Supervisory Assistant**

We are looking for calm, friendly and enthusiastic people to join our existing dedicated team of supervisory assistants. The successful applicants will be working with a very supportive, fun team and will be an important member of the school structure.

You will need to be flexible, ideally have experience of working with children, ensure confidentiality and safeguarding is given high regard and willing to undertake basic first aid training. You should enjoy working with children to ensure they are happy, healthy and safe during this important part of the day. Duties would involve playing with the children and supervising eating.

### **MAIN DUTIES AND RESPONSIBILITIES:**

#### **Supervision of eating activities**

- Direction and monitoring of food intake.
- Assisting pupils with food consumption (i.e. cutting food for children).
- Aiding children opening cartons/pots of food.
- Cleaning spillage and surfaces.
- Supervising disposal of foodstuffs.

#### **Pupil Supervision**

- Supervision of pupils, including movement around the school premises, in the playground and in classroom during playtimes and intervening, where appropriate, in managing pupil behaviour in order to maintain good order, and to ensure pupils health, safety and welfare
- Promotion of 'Positive Play' ensuring productive lunch time activities for pupils.
- Ensuring pupil hygiene – washing hands and toileting, cleaning pupils when dirty/soiled and arranging a change of clothes.
- Basic first aid (grazes etc.) and recording of accidents, maintaining appropriate records.
- Reporting any significant behavioural incidents over the lunch time period and referring significant behavioural issues to the Senior Supervisory Assistant/ or senior school manager.
- Ensuring confidentiality of dealings in school (e.g. ensure child behaviour is not discussed with parents outside of the school).
- Supporting pupils, where necessary undertaking basic skills e.g. doing up coats, buttons, shoes etc.

#### **SPECIAL FACTORS:**

##### **Subject to the duration of need, the special conditions given below apply:**

- A flexible attitude to working hours is necessary, as the post holder will be sometimes be required to work additional hours when the pressure of work necessitates it
- The post holder may be required to attend, from time to time, training courses or other meetings as required by his/her own training needs and the needs of the service

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of



responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

**Job/Person Summary: Lunchtime Supervisory Assistant**

<b>Qualifications &amp; Experience</b>	
Demonstrates an understanding and awareness of child behaviour, as evidenced by skills, talents and attributes e.g. life skills, previous experience in a similar setting	Essential
Awareness of the importance of confidentiality in dealings with pupils.	Essential
Behaviour management – Recognising when intervention is required and acting appropriately and where intervention should be raised with relevant staff	Essential