

Job Title School

Post Number

Grade Salary

Reports To

Purpose of the Job

The Lunchtime Supervisory Assistant, under the direction and instruction of Senior Leaders will work as part of a team to provide safe supervision and welfare needs of pupils/students during the lunchtime period.

Specific Accountabilities

Main activities

- Working closely with and under the direction of the Senior Leadership Team to carry out the duties allocated, for the benefit of the pupils.
- Following the duty rota drawn up by the Deputy Headteacher.
- Collecting together the children involved in each dinner sitting and preparing them for entry into the hall
- Supervising pupils in a specified area of the playground or field, or classrooms during inclement weather
- Reporting any accident to the Lunchtime Superintendent and checking at the end of lunchtime what action has been taken
- Administering First Aid, recording and reporting details in line with procedures
- Reporting any incidents to the Senior Leadership Team in line with procedures.
- Setting appropriate standards of dress and language to set examples for the pupils
- Supervising the dinner queue and dining room when pupils are eating meals
- Ensuring crockery, cutlery, trays and leftovers are returned to relevant points
- Ensuring tables and floor are properly cleaned, immediately after spillages, and at the end of lunchtime for storage of equipment
- Managing behaviour of pupils in play areas, halls, or in the classroom during inclement weather
- Monitoring play areas and checking that pupils are in the correct places
- Co-operating with staff working with pupils in lunchtime activities
- Reporting serious misdemeanors and unacceptable/unruly behaviour following school procedures
- Any other related duties or responsibilities as defined by the Headteacher

Key Accountabilities

- Be aware of and comply with school policies and procedures e.g. relating to health and safety, security,

confidentiality, data protection, child protection and vulnerable adults, reporting concerns to the appropriate person.

- Contribute to the overall ethos/work/aims of the school and effective team working
 - Participate in training, other learning activities and performance development as required
 - Contribute to specific project work as required
 - Attend and participate in meetings as required
 - Any other duties commensurate with the duties/responsibilities/grade of the post
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- To be accountable for and promote equal opportunity, diversity and community cohesion to meet Council and School objectives. All employees have a responsibility not only for their own behaviour, but also for others regarding equality of opportunity. Any incident must be reported.
 - To participate in a Performance Review and Development meetings and undertake a plan of training where necessary. Develop his/her own skills and expertise in a professional manner.
 - All employees must be flexible in their approach and undertake other duties that are commensurate with post holder's level, wherever they may be, to achieve the objectives of the School.
 - To represent the School in a professional manner meeting school aims.
 - To comply with School and council policies.
 - To actively promote the school commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults at a level appropriate to this role and setting.
 - Employees must comply with health and safety legislation and will be required to comply with the School and Council's Health and Safety Policies. All employees must ensure that they take reasonable care of their own health and safety as well as the health and safety of any person that is affected by their actions.
 - To be responsible for adhering to legislative requirements and school policies and procedures including, but not exclusively Health & Safety, Data Protection and Internet/Email use

Flexibility

All staff are expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of school and council aims, and effective team working.

Special Conditions

The exact focus of the role will be decided at school level and will take into account the needs of the school and the development needs of the member of staff

Special Conditions

This post is subject to an enhanced/barred list check through the DBS checking process.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be appointed subject to satisfactory medical, reference and DBS checks.

The salary offered reflects the fact that the post holder will be required to work 7.5 hours per week, term time only (38 weeks)

Car Allowance

N/A

Prepared By
(Section/Mgr)

Lisa Hall, School Business Manager

Review Date

19.09.2024
