



Job Description: Supervisory Assistant

Job Title: Supervisory Assistant
Salary: Grade 2, SCP 4
Hours: Part Time / Term Time Only (38 Weeks)
Reporting to: Headteacher

Purpose of the Job:

To ensure, individually or as part of a team, the welfare and safety of all children remaining within school grounds or buildings during lunch times. Support the children in eating their meals safely, personal care needs are met, and pupils treat others with respect and follow the school's behaviour policy.

Main duties:

- Follow instructions from the Lunchtime Manager and Senior Leadership Team (SLT) regarding the supervision of children throughout the lunchtime session.
- Supervise designated areas interacting positively with pupils ensuring the behaviour policy is followed.
- Ensure that pupils wash their hands before they eat.
- Escort pupils to and from the dining area, as necessary.
- Ensure that pupils having a school lunch are in the dining hall at the correct time.
- Help pupils at the servery counter select meals, use cutlery, and help them to eat / cut up their food when necessary.
- Assist pupils with the return of used trays, cutlery and beakers, and with the cleaning of tables when lunch is finished.
- Supervise pupils eating food brought from home and ensure that all packed-lunch equipment is cleared away after use.
- Report to the class teacher any child whose diet may give rise for concern.
- Be aware of individual pupil's dietary requirements and allergies.
- Oversee groups of children in the playground at lunchtime clubs or the classroom, depending on the weather.
- Devise and initiate constructive play opportunities for children.
- Help children acquire good social skills, have a knowledge of how the pupils communicate.
- Support pupils with toileting and intimate care needs including the changing of pads.
- Ensure that children remain within a safe environment, and that they play safely.
- Complete safeguarding training and report any safeguarding concerns in line with the school policy.
- Ensure children are in a safe environment, report any broken equipment/ toys to the Pod leads.
- Report any intruders on site.
- Follow and support pupils during fire, lockdown and evacuation procedures adhering to school policies.
- Support pupils who have had minor accidents, seek appropriate assistance from a first aider and report all incidents to the class teacher.

- Support pupils who become ill during the midday break and seek first aider advice.

Support for School:

- Participate in training and other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.
- Follow safeguarding and security procedures at all times.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in relevant meetings as required.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. Any changes will take account of salary/status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Supervisory Assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role.