

**Post Holder:**

**Post:** Lunchtime Supervisory Assistant

**Salary:** Grade 2

**Hours:** 7.5 hours per week

**Primary Purpose:** To undertake, as part of a team and under supervision, the supervision of children during lunchtime break.

**Responsible to:** Responsible to the Executive Headteacher through the Line Management structure which in the first instance would be the Senior Supervisor

**Special Conditions:** Holidays can only be taken during school closure

**Main Duties and Responsibilities:**

This job description describes in general terms the normal duties that the post-holder will be expected to undertake.

- To arrive in adequate time to be in the allocated position before lunch time begins at 12.00pm.
- Assisting children in learning how to lay cutlery on tables correctly.
- Ensure that the dining room is kept safe at all times by wiping or sweeping liquids of food that may have fallen on the tables or floor.
- Ensure children are safe whether in corridors, toilets, classrooms, or in the playground, keeping a reasonable standard of discipline at all times and informing the Inclusion Manager of any difficulties which may be experience with children.
- To ensure the school playground rules are followed and any incidents of unacceptable behaviour are reported to the Inclusion Manager.
- Assist with setting up and clearing away outdoor / indoor play equipment where appropriate
- To engage in safe play activities with the children.
- To be familiar with the process and procedures relating to the reporting of accidents, administering first aid and letters to inform parents/carers,
- Collect children from classrooms and supervise or assist as necessary in washing and toileting of children.
- Ensure the smooth running of dining rooms by ensuring the children have good table manners, eat sufficient food and behave correctly.
- To undertake such other duties as may be required commensurate with the level of the post.

**Standards and Quality Assurance:**

- Comply with and assist in the development of policies and procedures relating to safeguarding and child protection, health, safety and security, confidentiality reporting all concerns to an appropriate person.
- Comply with the Equal Opportunities Policy, Health and Safety Policy, Safeguarding, confidentiality and GDPR data protection, No Smoking Policy and the MAT Code of Conduct
- Develop constructive relationships and communicate with other agencies / professionals.
- Undertake a systematic review of their own practice, in relation to performance management and professional development, to ensure that the necessary skills, knowledge and understanding are kept updated.
- Share expertise and skills with others.
- Participate in training and other learning activities and performance development as required.

- Contribute to the overall ethos / work / aims of the Academy and Trust and take pride in the site.
- Appreciate and support the role of other professionals.
- Employees will be expected to comply with any reasonable request from the CEO, or Line Manager to undertake work of a similar level that is not specified in this job description.
- All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of the post.

Review of the job description:

The job description will be reviewed annually. It can be amended as circumstances deem necessary and following reasonable negotiation, at the request of the Headteacher or Post Holder.

Signed: .....

Date: .....

Headteacher: .....

Date: .....

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|---------------------------------------|--|
| Experience                            | <ul style="list-style-type: none"> <li>• Working with or caring for children of relevant age</li> </ul>  |
| Knowledge & Skills                    | <ul style="list-style-type: none"> <li>• Basic understanding of child development and learning.</li> <li>• Empathy of specific and individual needs of children.</li> <li>• Participate in development and training opportunities including INSET days.</li> </ul>   |
| Interpersonal & Own Management Skills | <ul style="list-style-type: none"> <li>• Organisational and time management skills.</li> <li>• Can work as part of a team.</li> <li>• Able to relate to children and adults.</li> <li>• Ability to use own initiative appropriately.</li> <li>• Good communication skills</li> <li>• To respect trust and confidentiality.</li> <li>• To be adaptable and flexible.</li> </ul> |