

### Lunchtime Supervisory Assistant

<b>Overall Purpose of the role</b>	<b>To work under the direct instruction of The Head Teacher and Senior Supervisory Assistant, to supervise pupils during the lunchtime period and ensure that problems are resolved or referred to appropriate level.</b>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Ensure that pupils wash their hands before they eat</li> <li>• Escort pupils from and to the diner area, as necessary</li> <li>• Ensure that pupils having a school lunch are in the dining hall at the correct time</li> <li>• Help younger pupils at the serving counter with the proper use of cutlery, and help them cut up their food when necessary</li> <li>• Assist pupils with the return of used plates, trays and cutlery, and with the cleaning of tables when lunch is finished</li> <li>• Supervise pupils eating food brought from home, and ensure that all packed-lunch equipment is cleared away after use</li> <li>• Report to the relevant school staff any child whose diet may give rise for concern</li> <li>• Take charge of groups of children in the playground or the classroom, depending on the weather</li> <li>• Devise and initiate constructive play opportunities for children when required</li> <li>• Ensure that children remain within safe environment, and that they play safely</li> <li>• Set suitable behaviour standards in line with school policy</li> <li>• Help children acquire social skills</li> <li>• Attend to minor accidents sustained during the midday break, and seek appropriate assistance if necessary</li> <li>• Ensure all accidents are reported/recorded in line with school's Health and safety procedures</li> <li>• Attend to any pupil who becomes ill during the midday break, and again seek appropriate assistance</li> <li>• Report to the relevant school staff any acts that constitute serious infringements of school rules</li> <li>• Work under the direction of the teaching staff</li> <li>• Liaise effectively and professionally with staff; teachers and parents, as required</li> <li>• Attend training, as required</li> <li>• To carry out other duties reasonably deemed to be within the responsibility of the post as requested by the Head Teacher.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person</li> <li>• To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies.</li> <li>• To adhere to the requirements set out in other policies/documentation such as Staff Code of Conduct and Midday Supervisor handbook</li> <li>• Contribute to the overall ethos/work/aims of the school</li> <li>• Any other duties required by, SLT or the Headteacher, which is in the scope of the post.</li> </ul>

Signed \_\_\_\_\_

Date \_\_\_\_\_