

JOB DESCRIPTION

Date Graded/ Last Amended: May 2023 (increase to starting pay point)

Produced by: APM/MSJ

MOORDOWN ST JOHN'S CE PRIMARY SCHOOL

Post Title: Lunchtime Supervisory Assistant
Reporting to: 1: Admin and Personnel Manager
2: Senior Teacher with responsibility for lunchtimes
3: Headteacher / Deputy Head / Assistant Head

Grade: Grade 2 (Points (3 - 4))

1. Job Purpose & Objectives

As an important and valued member of the school's support staff, integral to the smooth running of the lunchtime period, and contributing to the Christian ethos reflected in this Church of England Primary School, the Lunchtime Supervisory Assistant is required to:

1. Act as a responsible member of a conscientious team, fulfilling responsibilities efficiently and effectively.
2. Maintain a welcoming, courteous stance when dealing with children, parents, directors, fellow members of staff and other visitors, treating everyone equally and fairly.
3. Work to a timetable outlined by the Headteacher or Deputy Headteacher, which is regularly reviewed and may be subject to change at any time.
4. Maintain strict confidentiality, given the close contact with children and other members of the school's staff. Any enquiry from a parent should be directed to the class teacher, or Headteacher/Deputy Headteacher, immediately without comment.

The parameters of the Lunchtime Supervisory Assistant's tasks are encompassed within the Conditions of Service for School Support Staff.

2. Main Duties & Responsibilities

2.1 Qualities to do the job well These are seen as the following:

- (a) Always having the right attitude including being flexible/adaptable and showing initiative.
- (b) Having the ability to access and deal with incidents in an efficient and effective manner, remaining calm at all times.
- (c) For health, safety and security reasons, seeing that it is important to work well with colleagues as a conscientious member of the lunchtime team.
- (d) Not letting differences of opinion affect the work routine.
- (e) Confident knowledge and understanding of the correct procedures and what to do in the event of any emergency, such as a fire or bomb alert.
- (f) Understanding the thinking and practice underpinning the school's behaviour shaping policy and observing it fully.
- (g) Being able to access and deal with incidents in an efficient and effective manner, bringing those that require it to the attention of a member of the Senior Leadership Team and/or First Aid lunchtime supervisor if an accident or illness.

2.2 Lunchtime arrangements

Years R – 3 Pupils eat their packed and hot lunches in the Hall. Due to the number of pupils involved, this takes place across two sittings.

Years 4 - 6 Pupils with packed lunches eat in their classrooms whilst hot school meal pupils eat in the Hall. When not eating their lunch, pupils will be in the playgrounds (if dry) or classrooms (if wet).

Lunchtime Supervisory Assistants will be assigned to a particular class and are expected to work inside (in classrooms or Hall) whilst the children eat their lunch and outside in one of the playgrounds (dry weather) / inside in one of the classrooms (wet weather).

The Lunchtime Supervisory Assistant is expected to work closely with all members of the lunchtime and Senior Leadership teams to ensure the lunchtime routines run as smoothly as possible.

2.3 Lunchtime Duties Hall / Classroom Duties

The lunchtime supervisor is expected to:

- (a) Ensure pupils apply hand-gel prior to eating their lunch.
- (b) Ensure there is quiet, orderly behaviour from the pupils and that the children eat sensibly, displaying good table manners throughout.
- (c) Foster independence in the children in all areas.
- (d) Offer assistance to the children during the mealtime, as required.
- (e) Ensure that the children eat the majority/all of their lunch.
- (f) Clear up food and drink spillages or sickness as and when they occur.
- (g) Ensure all children have sufficient water to drink (refilling water jugs in Hall as necessary) and promoting independence. Open food containers for children if assistance is required.
- (h) Wash/sweep floor area and clear rubbish to bin area.
- (i) Hall only: Ensure that any plates/trays/beakers/cutlery used are thoroughly washed/sterilised using the dishwasher in the kitchen, placing cleaned items in the relevant storage area.
- (j) Hall only: Assist with setting up/clearing away of tables and chairs.

Outdoor/Classroom duties

The lunchtime supervisory assistant is expected to:

- (a) Ensure that pupils are sent to the Hall at the appropriate time for their lunch, having issued wristbands to the hot school meals pupils. Movement around the school should be in a quiet and orderly manner.
- (b) Ensure there is acceptable behaviour from the children at all times and, where not, apply agreed sanctions as outlined in the school's 'Behaviour Shaping Policy' or with assistance of the Senior Leadership Team.
- (c) See that pupils remain in their respective playgrounds and/or within their designated areas, unless for a recognised purpose. If dry weather, the lunchtime supervisory assistant is required to keep children out of the building unless informed otherwise by the class teacher or member of the leadership team.
- (d) Clean toilet/cloakroom/other area should sickness or an 'accident' occur.
- (e) Handover, briefly, to the class teacher at the end of the lunch period, where any matters (positive and/or negative) should be shared.

2.4 Wet weather arrangements

During wet weather the lunchtime supervisory assistant is expected to:

- (a) Be responsible for their designated area within the school building
- (b) Ensure that the children have suitable, quiet activities to occupy themselves within the classroom/designated area.
- (c) Restore the area used to an acceptable level of tidiness at the end of the lunchtime period, making sure the lunchtime box is carefully packed with the correct activities and tidied away.
- (d) Ensure children return to their own class, supervising the corridors as much as possible.

(e) Handover, briefly, to class teacher sharing any matters (positive and/or negative).

2.5 Health and safety

There are several legal responsibilities linked to this job, which are; (a) Being aware of and promoting health and safety at work.

- (b) Knowing what to do in the event of an accident or emergency and who to contact in these instances.
- (c) Maintaining an awareness of COSHH procedures.

2.6 Security

Awareness is the key here, such as:

- (a) Knowing the school surroundings and any potential danger to others
- (b) Approaching every stranger to the school without a school security pass (i.e. a 'Visitor' card on a lanyard) and politely enquire who they wish to see
- (c) Not leaving unattended any stranger without a school security pass.
- (d) Always patrolling the assigned area regularly.
- (e) Being vigilant to adults in the streets that surround the school and reporting any suspicious behaviour to the Senior Leader on duty.

2.7 Personal staff development

Review, from time to time, progress against agreed objectives, timetables, etc with the Headteacher, and participate in agreed, further professional development.

As a lunchtime supervisory assistant it may be required that duties, other than those outlined in this job description, will need to be undertaken from time to time in support of the functioning of this school as directed by the Headteacher/Deputy Headteacher.

3. Supervisory / Managerial responsibility

Not Applicable

4. Key contacts and relationships

Polite contact and communication is expected at all times whether dealing with pupils, staff colleagues, school directors, parents/carers, school visitors, visiting professionals or volunteer helpers.

Frequency of contact with these people will vary from day to day. Some communications can be of a delicate nature. Confidentiality must be maintained at all times (excluding safeguarding concerns, which must be shared immediately with the school's Designated Safeguarding Lead).

5. Safeguarding

Our school is committed to safeguarding, preventing radicalisation and promoting the welfare of children and expects all staff to share this commitment. Rigorous checks will be made of the successful applicant's background credentials including Enhanced DBS and Childcare Disqualification checks.

The job-holder is expected to adhere to, and ensure compliance with, relevant Safeguarding/Child Protection policies and procedures at all times. If in the course of carrying out duties of the role, the job-holder identifies any instance that a child is suffering, or likely to suffer significant harm either at school or at home, s/he must report the concerns to the school's Designated Safeguarding Lead.

6. Other

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Headteacher or nominated representative (in consultation with the postholder) to reflect the changing work composition of the business.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher or his delegated representative.