

## **JOB DESCRIPTION**

***‘Oulton Primary School is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment.’***

**Job Title:** Lunchtime Supervisory Assistant

**School:** Oulton Primary School

**Pay Range:** 1 (lunchtime supervision 6 hours per week, term time only)

**Responsible to:** Head teacher

**Responsible for:** N/A

### **Role:**

To actively supervise the pupils in the dining room, playground and throughout the school premises during the lunchtime period; to ensure the safety, welfare, happiness of all pupils during the school lunch break.

### **Main Duties**

1. Supporting pupils while they eat their lunch, cutting up food for pupils and making sure tables are clean and that water is available
2. Ensure standards for healthy eating and table manners are maintained
3. Report accidents to the Midday Supervisor and complete accident form if necessary
4. Ensure that school discipline policies are implemented
5. Support the work of other Supervisory Assistants
6. Support induction and training of new staff as required by the Midday Supervisor
7. Respond to duty delegation as required by the Midday Supervisor
8. Lead the children in the establishment of suitable playground games/activities
9. Record inappropriate pupil behaviour and convey serious incidents to the Midday Supervisor and or teacher
10. Maintain checks throughout the lunch break to ensure pupils are safe
11. Follow advice given by Midday Supervisor on action to be taken in cases of inclement weather

- 12. Be part of the school's Performance Management and Continuous Professional Development system (ie be prepared to attend training)**
- 13. Be aware of and comply with policies and procedures relating to child protection /safeguarding, equality and diversity, health and safety, ICT, security, confidentiality and data protection, reporting all concerns to an appropriate senior person.**
- 14. To abide to the principles of Safer Working Practice**
- 15. To safeguard all children- this is the key priority of every role in school**
- 16. Comply and assist with the development of policies and procedures relating to area of responsibility as required.**
- 17. Develop effective professional relationships with others.**
- 18. Be aware of and support difference and ensure equal opportunities for all stakeholders accepting the principles underlying Oulton Primary School equal opportunities policies and practice.**
- 19. Maintain the confidential nature of information relating to the Oulton Primary School, its students, parents and carers acting in accordance with the principles of the General Data Protection Act 2018 at all times.**
- 20. Contribute to and support the overall life, work/aims and ethos of Oulton Primary School.**
- 21. Attend and participate in relevant meetings as required.**
- 22. Participate and engage in training and appraisal as required.**
- 23. Undertake additional duties as reasonably requested by senior staff.**

## EMPLOYEE SPECIFICATION

**Job Title:** Lunchtime Supervisory Assistant

**School:** Oulton Primary School

**Pay Range:** A1

Essential Criteria	How Identified	Desirable Criteria	How identified
<b>SKILLS</b> Ability to relate well to children and adults  Ability to work constructively as part of a team  Ability to maintain a safe, calm and happy approach	Application form, references and selection process		
<b>KNOWLEDGE &amp; UNDERSTANDING</b>  Working with or caring for children of relevant age  Basic childcare and health and safety knowledge	Application form , references and selection process  Certificates	Appropriate knowledge of first aid	Application form, certificates, references, interview
<b>QUALIFICATIONS/ TRAINING</b> Participate in development and training opportunities	Application form and selection process		
<b>OTHER CONDITIONS</b>	Enhanced DBS No smoking policy		

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To actively supervise the pupils in the dining room, playground and throughout the school premises during the lunchtime period; to ensure the safety, welfare, happiness of all pupils during the school lunch break (6 hours per week, term time only).

Please read the attached School Job description very carefully. Please apply ONLY on the attached School Application Form. You must complete every part of the form fully, showing a consistent, successful employment record, with any breaks accounted for on the application. Please provide email contact details for referees.