Middleton St Mary's CE (VC) Primary School
Job Description

Name:

Post Title: Lunchtime Supervisory Assistant	**GRADE: A1:2 £12.71per hour**

Hours: 10h

Monday	Tuesday	Wednesday	Thursday	Friday
11-1pm	11-1pm	11-1pm	11-1pm	11-1pm

Role:
To actively supervise the pupils in the dining room (hall), playground and throughout the school premises during the lunchtime period.

Responsibilities

Main Duties

1. Assist in the setting up and packing away of the tables in the hall ready for lunch.
2. Supporting pupils while they eat their lunch, cutting up food for pupils and making sure tables are clean and that water is available.
3. Supporting a pupil with **Special Educational Needs** 1-1 during lunchtime.
4. Assist pupils in clearing their plates/trays and support with any spillages.
5. Ensure standards for healthy eating and table manners are maintained.
6. Report accidents to the Senior Leadership Team and complete accident forms if necessary.
7. Ensure that school behaviour policies are implemented.
8. Support the work of other Supervisory Assistants.
9. Respond to duty delegation as required by the Headteacher.
10. Support children in play, playground games and friendship matters during lunch.
11. Organise wet-playtime activities during lunchtime in the classroom and maintain a safe, calm environment.
12. Record inappropriate pupil behaviour and convey serious incidents to the Designated Safeguarding Leads or Teacher as appropriate.
13. Maintain checks of areas throughout the lunch break to ensure pupils are safe.
14. Follow advice given by Senior Leadership Team on action to be taken in cases of inclement weather.
15. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and GDPR, reporting all concerns to an appropriate person.
16. To promote the ethos of Middleton St Mary's School.
17. To appreciate and support the role of other professionals
18. To attend relevant meetings as required.
19. To support children who have wet or soiled themselves during the lunctime period.
20. To administer basic first aid.
21. To participate in training and other learning activities and performance development as required.
22. To ensure promotion and support of Equal Opportunities and Health & Safety

Job Description Prepared by: Naomi Wood –Headteacher	**Date:**
Job Description Approved by:	**Date:**

Middleton St Mary's CE (VC) Primary School
Person Specification

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates**.**

SKILLS	Ess	Des	MOA
Good standard of reading and writing (especially competence in spelling skills) – clear and legible writing	*		A & I
Ability to relate well to children and adults	*		A & I
Ability to work constructively as part of a team	*		A & I
Ability to maintain a safe, calm and happy approach	*		A & I
Ability to relate well to children and adults	*		A & I
Good communication skills	*		A & I

KNOWLEDGE/QUALIFICATIONS/TRAINING	Ess	Des	MOA
Working with or caring for children of relevant age	*		A & I
Appropriate knowledge of first aid		*	A
Participate in development and training opportunities	*		A & I

EXPERIENCE	Ess	Des	MOA
Experience of working with children	*		A&I
Experience of working with children with SEND		*	A&I
Experience of dealing with queries from a wide range of people	*		A & I

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	*		I
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*		I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	*		I
An ability to respect sensitive and confidential work.	*		I
Warm, sympathetic, caring and patient	*		I
Willingness to work as an enthusiastic member of a team	*		I
Lots of energy and enthusiasm	*		I
Flexible, adaptable with ability to be firm when necessary	*		I

METHOD OF ASSESSMENT(MOA)			
	A	=	Application Form
	T	=	Test
	I	=	Interview
	C	=	Certificate