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|  | Lunchtime Supervisory Assistant  **Job Description** |  |

**Pay Range:** A1

**Responsible to:**  Lunchtime Supervisor and Child and Family Support worker

**Purpose of the Role:** To oversee the conduct, safety and welfare of pupils during the lunchtime period.

**Main Duties:**

1. To actively supervise pupils in the dining room, playground and throughout the school premises during the lunchtime period.
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. Ensure standards for healthy eating and table manners are promoted and maintained.
4. To maintain good relationships with pupils and other members of the lunchtime team.
5. Report accidents to the First Aider on duty, deal with minor first aid and complete accident form if necessary.
6. To supervise pupils during fire drills over the lunchtime period.
7. Ensure that school behaviour policies are implemented.
8. Support the work of other Midday Supervisory Assistants.
9. Support induction and training of new staff as required.
10. Respond to duty delegation as required by line manager.
11. Encourage children to play suitable playground games/activities.
12. Record inappropriate pupil behaviour and convey serious incidents to line manager, Child and Family Support Worker and /or Senior Management.
13. Maintain checks throughout the lunch break to ensure pupils are safe.
14. Follow advice given by line manager, Child and Family Support Worker and/or senior management 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, safeguarding, welfare, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
16. To ensure promotion and support of Equal Opportunities and Health and Safety
17. To undertake any other duties that are commensurate to the post

**Child Protection:**

**Greenside Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**

**Appointments are made subject to a satisfactory Disclosure and Barring Service Check Disclosure and medical clearance from Leeds City Council's Occupational Health service.**

**As part of our due diligence and following the statutory guidance in the KCSIE September 2022, Greenside Primary will carry out an online search on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.**