

LEPTON CE PRIMARY ACADEMY

J O B D E S C R I P T I O N

SECTION: ALL SCHOOLS MODEL – ACTIVITY SUPPORT

JOB TITLE: ACTIVITY SUPPORT OFFICER 3
(LUNCHTIME SUPERVISION)

GRADE: 3

PURPOSE OF JOB

Working as part of a team to be responsible, under the direction of the Headteacher, for the supervision of students/pupils on the school site throughout the midday break.

To assist in securing the health, safety, welfare and good conduct of students/pupils. To support activities and good behaviour in accordance with the practices and procedures of the school.

KEY AREAS

1. Supervision of Students/Pupils on School Premises
2. Promoting Positive Behaviour
3. Promoting Personal and Social Skills
4. Appropriate Communication
5. General

DUTIES AND RESPONSIBILITIES

1. Supervision of Students/Pupils on School Premises

- 1.1 To be responsible for areas, both indoors and outdoors, where students/pupils congregate during lunchtime, maintaining Health & Safety practices.
- 1.2 Taking account of relevant practices and procedures, to ensure the supervision and monitoring of activity areas, corridors, toilets, classrooms etc as required.
- 1.3 To be responsible for supervision of students/pupils eating their meal on school premises, in specified areas set aside for dining purposes which includes issues such as dealing with spillages.
- 1.4 To be responsible for supervision of queues waiting to enter specified dining areas.

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2. Promoting Positive Behaviour

- 2.1 To encourage positive behaviour through implementation of school's behaviour policies and practice and dealing with incidents as they occur.
- 2.2 To encourage students/pupils understanding and knowledge of the impact of their actions within the remit of Health and Safety.
- 2.3 Within the parameters of school positive behaviour practices and procedures, assist as appropriate to promote the maintenance of Health and Safety.
- 2.4 To provide information within the systems and practices of the school for the recording of incidents or occurrences.

3. Promoting Personal and Social Skills

- 3.1 To encourage students/pupils to maintain hygiene standards (e.g. washing hands after toileting).
- 3.2 To encourage students/pupils to leave all areas in a tidy condition.
- 3.3 To encourage good relations between students/pupils and adults through informal discussion and play situations.
- 3.4 As appropriate to organise the distribution and collection of lunchtime activities and supervise where necessary.
- 3.5 To be actively involved and encourage lunchtime games.
- 3.6 To encourage and develop social skills such as mutual respect and trust.
- 3.7 To be aware of cultural and social factors which may have an effect on the supervision of the students/pupils.

4. Appropriate Communication

- 4.1 To report accidents or other occurrences such as child protection issue immediately to the appropriate school personnel.
- 4.2 As necessary, pass on verbal or written information to the appropriate school staff.

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4.3 To be a point of contact for the kitchen staff during the lunchtime period.

5. General

5.1 As part of your wider duties and responsibilities you are required to promote and actively support the School's/LA's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable. Please visit our website read our safeguarding policy.

5.2 Carry out your duties with due regard to current and future School's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through School communications.

RESPONSIBLE TO: HEAD TEACHER

RESPONSIBLE FOR: ACTIVITY SUPPORT ASSISTANTS

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