



The Rainbow Multi Academy Trust Job Description

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| Job Title: | Lunchtime Supervisory Assistant |
| Accountable to: | Head, SLT |
| Salary band: | A |
| Contract type: | Permanent variable |

Main purpose of the job

To assist and supervise individuals and groups of pupils during the lunch break, encouraging responsible and appropriate behaviour, activities and play ensuring the safety of pupils.

Duties and responsibilities:

Support pupils by:

1. To supervise children during the lunch period in accordance with the School's pupil management, discipline, behaviour and bullying policies. To complete the necessary records with regard to any incidents relating to such policies, in accordance with the policies.
2. To interact positively with children to encourage them to engage in meaningful and constructive activities, and to deal with emergencies that may occur.
3. To assist children in preparing for meals including hand-washing, helping children with the correct use of cutlery, promoting good table manners and encouraging children to eat a variety of foods.
4. To remain aware of children's food allergies, intolerances or other special dietary requirements and ensure such foods are avoided for the children concerned, with particular vigilance for children sharing packed lunches.
5. To organise approved group activities and games for children as authorised by a member of the teaching staff, so as to enhance the development of children's learning and social integration. To remain aware of children with special educational needs and liaise with the appropriate SEN Assistant to ensure play activities are appropriate and safe for all children.

6. To arrange appropriate indoor activities are made available to children during wet lunchtime break periods which ensure appropriate and safe behaviour of children during these periods.
7. To deal with emergencies that may occur in accordance with the school's procedures and inform a member of the teaching staff/Head in the event of an emergency. To ensure all sickness/accidents are recorded in accordance with the schools' procedures.
8. To administer minor first aid (as trained) and assist with sick children where necessary. To comply with the School's First Aid policies and procedures.
9. To report back to the appropriate Teacher any issues relating to children's progress, achievements, behaviour or problems which may become apparent.
10. To be aware of the School's child protection policy/procedures and report any concerns observed during the course of duty in accordance with such procedures.
11. To be aware of and adhere to applicable rules, regulations, legislation and procedures.
12. To maintain confidentiality of information acquired in the course of undertaking duties for the School.
13. To be responsible for your own continuing self-development, undertaking training as appropriate.
14. To undertake other duties appropriate to the grading of the post as required.

Professional duties

- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
- To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures.
- To maintain confidentiality of information acquired in the course of undertaking duties and to follow the Trust's GDPR policies and procedures.
- The postholder is responsible for his/her own self-development on a continuous basis.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Have a willingness to travel to undertake training as directed by the Head or Trust Senior Leadership.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- To attend staff meetings and INSET days as required.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head to carry out appropriate duties within the context of the role.

Person specification

| Attributes | Essential | Desirable |
|--|---|--|
| <u>Relevant Experience</u> | | <ul style="list-style-type: none"> • Previous experience of working with children within a school environment or similar. |
| <u>Education & Training</u> | <ul style="list-style-type: none"> • GCSE (or equivalent) grade 4 or above in English and Maths • | <ul style="list-style-type: none"> • Basic First Aid Certificate. |
| <u>Special Knowledge & Skills</u> | <ul style="list-style-type: none"> • Good communication skills. • Ability to prioritise between different demands. • An interest in children and education. | |
| <u>Any Additional Factors</u> | <ul style="list-style-type: none"> • Flexible, self-motivated & enthusiastic. • Patient and friendly approach. • Acceptance of different attitudes. • A willingness to work with children. • Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people. • When working in the Trust's Church schools, displays the ability to fully uphold the Christian ethos and values of the school | |

This job description does not form part of the contract of employment. It describes the way in which the post holder is expected and required to perform and complete the particular duties as set out above and will be reviewed as need arises and following consultation with you, may be changed to reflect changes in the job requirements.