



Job Description – Lunchtime Supervisory Assistant

Owlcotes Multi-Academy Trust and its schools are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All adults in school, whether paid staff or a volunteer, have a responsibility for safeguarding and promoting the welfare of children. The successful candidate must abide by Owlcotes Multi-Academy Trust policies and procedure and Armley Park Primary School's Safeguarding and Child Protection policy. The successful candidate will be subject to an enhanced Disclosure and Barring Service check (DBS).

We promote diversity and want a workforce which reflects the population of Leeds.

Post Title: Lunchtime Supervisory Assistant.

Pay Grade: A1, scale point 2. Pro-rata.

Post(s) to which directly responsible: School Office Manager, Headteacher.

Purpose of post: To actively supervise pupils in the school dining room, playground, and throughout school premises during the lunchtime period.

Responsibilities:

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

Relationships:

The post holder will be required to work flexibly to deliver an effective service.

There will be regular contact with school pupils, colleagues, and other members of staff, line managers and potentially contact with internal and external customers.

Physical Conditions:

This post is currently based at Armley Park Primary School.

During the course of your employment, you may be required to undertake your duties at other Owlcotes Multi-Academy Trust schools.

This post is subject to an enhanced Disclosure and Barring Service check.

Armley Park operates a non-smoking policy.

Economic Conditions:

Nature of Appointment: Permanent, subject to initial 6-month probationary period.

Grade: A1, scale point 2. Pro-rata.

Annual Leave: Term-time only posts do not have contractual entitlement to annual leave.

Hours: This post is 1 hour and 30 minutes per day, Monday – Friday. 7 hours and 30 minutes per week in total.

Conditions of Service: NJC conditions apply.

Prospects:

Promotion: Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training: Armley Park encourages training both “in-house” and external to meet the needs of the individual and of the service.

Qualifications:

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Job Description Prepared/Reviewed by: *Joe Wilson, 03/02/2023*

Job Description Approved by: *Emily Caine, 03/02/2023*

Employee Specification:

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicates the minimum requirements, applicants lacking these attributes will not be considered for the post. The 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Essential	Desirable	MOA
Able 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

KNOWLEDGE/QUALIFICATIONS	Essential	Desirable	MOA
Working with or caring for primary age children.			A / I
Basic childcare and health and safety knowledge.			A
Appropriate knowledge of first aid.			A

EXPERIENCE	Essential	Desirable	MOA
Experience of dealing with queries from a wide range of people.			A / I
Experience of working in partnership with others to deliver work to set deadlines.			A / I
Experience of participating in teams to achieve the goals of the service.			A / I
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BEHAVIOUR AND OTHER RELATED CHARACTERISTICS	Essential	Desirable	MOA
Will abide by Owlcoates Multi Academy Trust policies in the duties of the post and as an employee of the Trust.			A / I
Will carry out all duties having regard to an employee's responsibility under the Trust's Health and Safety Policies.			A / I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives.			A
Ability to respect sensitive and confidential work.			A / I
Commitment to own personal development and learning.			A

Method of Assessment (MOA): **A – Application Form, T – Test, I – Interview, C – Certificate**