

Job Description

School: Pudsey Bolton Royd Primary School

Post Held: Lunchtime Supervisory Assistant

Salary Scale: A1 point 2

Hours: 6.25 hours per week

Weeks/Year: 38 (Term time only)

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

Summary of Main Duties / 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 other Lunchtime Supervisory Assistants
- 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 / activities
- Record inappropriate pupil behavior and convey serious incidents to the Lunchtime Supervisor
- Maintain checks throughout the lunch break to ensure pupils are safe
- Follow advice given by Lunchtime Supervisor on action to be taken in cases of inclement weather
- Be committed to the safeguarding and well-being of all children
- Any other duties requested by your Line Manager

To whom responsible:

The Headteacher and line manager.

This job description may be amended at any time after discussion with you.