



Job Description - Lunchtime Supervisory Assistant

School **Westbrook Lane Primary School**
Pay range **A1 (£12.65 per hour)**
Responsible to: **Headteacher**

Role:

To actively supervise the pupils during lunchtime, maintaining their safety, welfare and good behaviour, supporting the policies and procedures of the school and local authority.

Main duties

1. Supervise children throughout the school premises, in the dining hall and in the playground.
2. Work under the direction and supervision of the Headteacher. Support the work of the supervisory assistants' team.
3. Use positive behaviour strategies to encourage good behaviour, following the Positive Behaviour Policy and school procedures
4. Support the smooth running of the lunchtime session in the hall. This may involve supporting children while they eat their lunch, cutting up food if necessary, making sure that tables are clean, cleaning up spillages, wiping tables and maintaining good order.
5. Ensure that standards for healthy eating and good table manners are maintained.
6. Ensure that the policy and procedures for reporting and recording incidents and accidents is followed at all times, completing accident forms if necessary.
7. Report serious behaviour incidents to the Headteacher, in the first instance, or the class teacher.
8. Any safeguarding concerns must be passed immediately to the designated safeguarding lead in line with the Safeguarding and Child Protection policy and procedures.
9. Support the children in the establishment of suitable playtime games and activities.
10. During inside breaks, maintain good behaviour management and ensure children leave classrooms and cloakrooms in good order.
11. Take part in training necessary to the implementation of the role.

Grade Level 1 (A1)

Annual leave Term time working only. All lunchtime staff are required to take their holidays during school holidays

Training The school encourages training both "in-house" and external to meet the needs of the individual and of the service.

Contract Permanent

Hours 5.83 per week (1 hour and 10 mins per day)

LUNCHTIME SUPERVISORY ASSISTANT PERSON SPECIFICATION

Essential Criteria	How Identified	Desirable Criteria	How identified
SKILLS Ability to relate well to children and adults Ability to work constructively as part of a team Ability to maintain a safe, calm and happy approach	SKILLS Application form and selection process Application form and selection process Application form and selection process		
KNOWLEDGE & UNDERSTANDING Working with or caring for children of relevant age Basic childcare and health and safety knowledge	KNOWLEDGE & UNDERSTANDING Application form and selection process Application form and selection process	Appropriate knowledge of first aid	Application form
QUALIFICATIONS/ TRAINING Participate in development and training opportunities	QUALIFICATIONS/ TRAINING Application form and selection process		
OTHER CONDITIONS			

This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment