

Job Description

Job Title: Lunchtime Supervisory Assistant

Grade: A1

Working under an agreed system of supervision/management.

Accountable to: Headteacher, Governing Body, Learning Mentor and Lunchtime Supervisor

Accountable for: N/A

Any Special Conditions of Service No smoking policy.
The postholder will be required to work flexibly to deliver an efficient Service.
This school is committed to safeguarding and promoting the wellbeing of all children and expects our staff and volunteers to share this commitment.

Purpose of the Role:

To work under the direction and instruction of senior staff to provide the care of the children during the school lunch break.

Main Duties:

Supervision of Pupils

- Where the children dine away from the school, escorting them to and from the school dining room.
- Supervision of children before, during and after the meal, including the supervising of children to deposit leftover food from plates into receptacles provided.
- Supervision of children bringing sandwiches - to oversee that the debris left by children with packed lunches is removed/cleaned.
- Summoning help, where necessary, in case of injury or illness and providing basic first aid for minor injuries.

Support to Pupils

- Assisting the children with their table manners and use of cutlery, and assisting with the cutting of meat etc for smaller children.
- Patrolling the playground and "out of bounds" areas regularly.
- Organising games and activities.

Resources

- Responsibility for ensuring that the dining room equipment is hygienically maintained.
- Setting up and clearing away dining room equipment such as chairs and tables
- Help to maintain a safe working environment for pupils and staff by continuously monitoring dining and general circulation areas for food/drink spillages and taking prompt and effective action to deal with any such hazards in accordance with local procedures.

• **Support to School**

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- To undertake any other duties that are commensurate with the post

Safeguarding

- To be aware and to implement the school's policies and procedures and safeguarding children in school and during school activities and events.
- Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check.
- We promote diversity and want a workforce which reflects the population of Leeds.

Role Requirements

- Successful enhanced DBS Check.
- Understanding of Health & Safety requirements
- Awareness of Child Protection issues

I have read the above job description and understand all my duties and responsibilities. I will also comply with and conform to all policies and procedures relating to safeguarding. This job description may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually.

Postholder Signature

Print Name

Date

Headteacher Signature

Print Name

Date



EMPLOYEE SPECIFICATION: LUNCHTIME SUPERVISORY ASSISTANT

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des	MOA
Implement and monitor creative activities for pupils at lunchtimes	*		A & I
Good communication skills	*		A & I

Ability to relate well to children and adults	*		A & I
Ability to work constructively as part of a team, understanding lunchtime staffing roles and responsibilities and your own position within these	*		A & I
Literacy skills		*	A
Ability to identify your own and those you supervise training needs.		*	A & I

KNOWLEDGE/QUALIFICATIONS/TRAINING	Ess	Des	MOA
Understanding of Health and Safety issues	*		A & I
Awareness of Child Protection issues	*		A & I
Understanding of the Behaviour Management issues and strategies		*	A & I
NVQ 1 for Teaching Assistants		*	A & C
Appropriate first aid training		*	A & C

EXPERIENCE	Ess	Des	MOA
Experience working with children of the relevant age	*		A & I
Experience of working with pupils with additional needs		*	A & I

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	*		I
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*		I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	*		I
An ability to respect sensitive and confidential work.	*		I
Commitment to own personal development and learning.	*		I

METHOD OF ASSESSMENT(MOA)	A = Application Form
	T = Test
	I = Interview
	C = Certificate