



## Lunchtime Supervisory Assistant – King’s Academy College Park

### Job Description

#### RESPONSIBILITIES/DUTIES

- To supervise pupils in the dining hall (including supervising pupils collect, eat and clear away their meals), playground and school premises.
- To ensure the care of pupils who are injured or unwell.
- Ensure that pupils play together positively and cooperatively with good behaviour.
- Giving comfort to distressed pupils.
- To uphold the School’s Behaviour Policy, including treating pupils with respect and consideration.
- To supervise physical activities for pupils in playground areas.
- To work with and support the kitchen staff to ensure a smooth and professional midday service is provided.
- Assist in the pastoral care of children including first aid as and when required.

#### SAFEGUARDING

- Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the academy Child Protection Policy, Safeguarding policy and Code of Conduct
- Ensure all issues relating to pupils are reported immediately to the delegated member of staff
- Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements

#### HEALTH, SAFETY & SECURITY

- Ensure a personal awareness of and compliance with, policies and procedures related to health, safety, and security, confidentiality, and data protection
- Ensure concerns are reported immediately to the delegated member of staff
- Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices

#### EQUITY, DIVERSITY & INCLUSIVITY

- Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity

At the discretion of the Headteacher/Lead Lunchtime Supervisor any other activities that may arise from time to time and are consistent with the nature of the job described above.

**To be reviewed annually as part of the Performance Management Process.**

#### Person Specification - Lunchtime Supervisory Assistant

Category	Essential Criteria	Desirable Criteria
Experience / Qualifications	Experience of working with or supervising children.	First Aid qualification or willingness to undertake training.

<b>Knowledge</b>	Understanding of the importance of safeguarding, student safety, and wellbeing.	Knowledge of school procedures and behaviour management strategies.
<b>Communication Skills</b>	Ability to communicate clearly and positively with students, staff, and visitors.	
<b>Supervision Skills</b>	Ability to supervise students effectively both indoors and outdoors while remaining alert and attentive.	
<b>Behaviour Management / Conflict Resolution</b>	Ability to manage minor disagreements and promote positive behaviour in line with school expectations.	
<b>Student Support</b>	Ability to support students with basic needs and provide reassurance, empathy, and emotional support where required.	
<b>Health &amp; Hygiene</b>	Understanding of the importance of hygiene, cleanliness, and safe practices.	
<b>Teamwork</b>	Ability to work collaboratively with teachers, lunchtime supervisors, and other school staff.	
<b>Personal Qualities</b>	Caring, approachable, friendly, patient, and empathetic manner.	
<b>Reliability &amp; Professionalism</b>	Reliable, punctual, and committed to following school policies and procedures consistently.	
<b>Commitment to Safeguarding</b>	Commitment to ensuring the safety, welfare, and wellbeing of all students.	