

LUNCHTIME SUPERVISORY ASSISTANT

JOB DESCRIPTION

Responsible to: School Business Manager

Rate of Pay: £12.71 per hour, plus holiday pay. Paid on a casual claim basis.

Purpose of your job:

- To ensure the safety and welfare of all students on school premises during the lunch break (i.e. from the end of the morning school session until the start of the afternoon school session).
- To directly supervise students during lunch break in accordance with the general instructions of the Headteacher.

Main Responsibilities:

- To supervise students during the lunch break, ensuring their safety and welfare during this period in liaison with other members of the school's teaching and support staff as appropriate.
- To work alongside the other Supervisory Assistants to make the oversight of the safety and welfare of students as effective as possible.
- To supervise students at lunchtime in all areas of the school, including classrooms, playgrounds, playing fields and dining areas.
- To supervise the movement of students to and from the dining areas and the conduct of queues waiting to enter dining areas.
- To ensure that all students return to the care of their teachers at the end of the lunchtime period.
- To maintain a high standard of conduct and discipline amongst students ensuring that all appropriate school regulations are complied with and report any serious breaches of discipline or persistent behavioural issues to the Headteacher or nominated person.
- To provide assistance to students in the event of minor accidents and to take appropriate action over more serious incidents, including reporting them to the member of staff on duty.
- To undertake any other reasonable duties as required.

Job context and working arrangements:

You will start each duty in the Dining Room but will be deployed in various areas of the school site throughout the lunchtime period. You will report directly to the School Business Manager.

Knowledge, experience and training:

- The ability to work with initiative and common sense.
- Good interpersonal skills.
- A firm but good-humoured approach to the students.

Additional Information:

It is a requirement of all staff that they sign the IT Acceptable Use Policy and to attend Safeguarding and Prevent training.

Whilst every effort has been made to explain the main responsibilities and duties of the post, each individual task to be undertaken will not be identified. Employees will be expected to comply with any reasonable request from a member of SLT to undertake work of a similar level that is not specified in this job description. The job description is current to the date shown but, in consultation with you, it may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.