



Job Title: Lunchtime Supervisory Assistant

Grade: SCP 3 - 4

Responsible to: Head of School, Midday Supervisor

Purpose of Job:

To supervise pupils during lunchtime as part of a professional team and to ensure the well being and safety of pupil, in line with the school's policies and procedures.

Main Duties:

To be responsible for the care and supervision of the children before and after meals, covering the full interval between the close of the session preceding the meal and the re-opening of the session after the meal.

Offering care and support of the pupils throughout lunchtime

Assisting in the domestic care and general welfare of pupils in respect of toileting and changing at meal times, using specialist equipment where necessary (for which training will be provided if required)

Working as a team member under the direction of the Head of School and the Lunchtime Supervisor

Take responsibility for a group of pupils / an area

Be responsible for the well being and social interaction of the pupils during lunchtime.

Promoting good order and high standards of behaviour.

Demonstrating flexibility in relation to covering different areas within the school.

Supervising activities during lunchtime including setting out and storing of relevant equipment. Ensuring the outside and inside areas are left tidy for the afternoon session.

Reporting and documenting any accidents and incidents that occur during lunchtime in line with school policies and procedures.

General Requirements

Attend and participate in training and development courses as required.

Attending meetings, liaising and communicating with colleagues in the schools.

Being an effective role model for the standards of behaviour expected of pupils.

Have due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of Balmoral Learning Trust and the Local Governing Body.

Professional Values and Practices

Have high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.

Treating pupils consistently with respect and consideration, and being concerned with their development as learners.

In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.

Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.

Reflecting on and seeking to improve personal practice.

Working with school and Trust policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.

Recognising equal opportunities issues as they arise in the schools and responding effectively, following school's policies and procedures.

Building and maintaining successful relationships with pupils and staff.

The post holder must:

- act in compliance with data protection principles in respecting the privacy of personal information held by the Trust.
- comply with the principles of the Freedom of Information Act 2000
- carry out their duties with full regard to the Equal Opportunity Policy, Code of Conduct, Child Protection Policy and all other Trust policies and procedures;
- comply with the Trust Health and Safety rules and regulations and Health and Safety legislation.

In addition, the post holder will be required to undertake other reasonable duties within the level of the post as requested.