

LONSDALE



MIDDAY SUPERVISORY ASSISTANT

JOB DESCRIPTION

CONTRACT INFORMATION

The position is for 10 hours per week, Monday to Thursday 12.00pm – 2.00pm and Friday 11.30am to 1.30pm, term-time only (38 weeks per year). Salary Grade is H1 - H2 (pro rata).

JOB PURPOSE AND CONTEXT

- To support the school in meeting its aims.
- To provide additional support during the lunchtime period and to promote learning opportunities for pupils.
- Promote and be mindful of the safety and care of children.

MAIN AREAS OF RESPONSIBILITY

- Helping to prepare the dining room area e.g. setting out specialist equipment and utensils for pupils.
- Assisting at table with family service.
- Following training, supporting individual pupils as required.
- Dealing with the personal care needs of pupils in line with school policy and procedure.
- Promoting social and learning opportunities at mealtime and break-time.
- Supporting pupils in play activities.
- Demonstrating awareness at all times of Health and Safety issues.
- Any other duties reasonably requested by the Headteacher

Staff should arrive in time to prepare for duty and check the noticeboard for any relevant information. Staff should inform school as soon as possible if they are unavailable for work and thereafter keep in regular contact.

The law requires this position to have an enhanced criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from the Rehabilitation of Offenders Act. If your application is taken further you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act. If you are offered the post, this information will be checked against DBS. You will be provided with full information at each stage.