




Wood End Primary School

Job Description

(Sept 2023)

Post Title	Lunchtime Supervisory Assistant
Grade	Grade 2
Working Hours	6.25 per week 11.45am – 1.00pm
Responsible to	Headteacher
Job Purpose	To work as part of a team, undertaking duties in all dining areas, on the playground on a rota basis as arranged, and any other areas where pupils require support or medical attention. Follow the school policies on Behaviour and Discipline, Safeguarding, Equal Opportunities, Health and Safety, and the School Code of Conduct guidelines.
General Duties	<ul style="list-style-type: none">• Collect pupils from classrooms and supervise or assist as necessary with handwashing and toileting.• Ensure that pupils move to and from the dining hall in an orderly and calm manner.• To ensure the smooth running of the dining rooms by encouraging the children to have good table manners, eat sufficient food and behave responsibly.• Ensure that the dining room is kept clean and safe at all times by wiping or sweeping liquids or foods that may have fallen on the tables or floor. Use warning signs as necessary.• Assist the younger children if required with such jobs as cutting of meat, pouring water and teach them how to use cutlery correctly.• Ensure the children are safe, whether they be in toilets, classrooms, corridors or playgrounds, keeping a reasonable standard of discipline at all times and informing the Headteacher or Deputy Headteacher of any difficulties that may be experienced with individual children.• To keep a record of any accidents/injuries and treat them within the First Aid guidelines. Report minor injuries to the class teacher. More serious injuries need to be reported to a member of SLT immediately.• Ensure play equipment is taken outside ready for the children to use and returned neatly to the storage area at the end of lunchtime.• Deal with children in a fair, unbiased way always de-escalating situations and never using physical or verbal aggression. Model the behaviour you expect from pupils, following the guidance in the school policy.• Report dangerous behaviour immediately to the Headteacher, Deputy Headteacher or an appropriate member of the Senior Leadership Team.• Adhere to school safeguarding procedures, being mindful of the welfare of the children in your care.• Maintain confidentiality of any incidents concerning individual children.

	<ul style="list-style-type: none"> • Return pupils to their classrooms at the end of lunchtime for the commencement of the afternoon session. • Report to the class teacher any important information or incidents that may have occurred. • To undertake any other such duties as may be required with the level of the post. • Work as part of a team and be flexible in your approach. • Undertake specific training during school training days and keep informed of school developments daily. • It is a condition of service that annual holidays should be taken during school holidays. Other circumstances will be considered at the Headteacher's discretion and the member of staff may be permitted to take unpaid leave.
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 <p><i>'A brighter tomorrow'</i></p>	<h2>Person Specification</h2> <h3>Lunchtime Supervisory Assistant</h3>
<p>Skills required</p>	<ul style="list-style-type: none"> • Be committed to the ethos and values of the school. • Be able to encourage children to achieve these aims through following the school's behavior policy. • Able to develop good appropriate relationships with children and staff. • Able to communicate positively and effectively with children and listen to them. • Able to contribute to a happy, safe and supportive play environment. <p>Knowledge</p> <ul style="list-style-type: none"> • Know the importance of keeping children safe physically and emotionally. • Know how to support and encourage positive play. <p>Experience</p> <ul style="list-style-type: none"> • Experience of working with children. • Experience of working within a team. <p>Personal characteristics</p> <ul style="list-style-type: none"> • Approachable • Enthusiastic • Patient • Resourceful