



JOB DESCRIPTION

Job Title: Lunchtime Supervisory Assistant

Grade: 1 – point 13

Job Location: Grindon Infant School

Directorate: Children's Services

Responsible to: Head Teacher

Responsible for:

Purpose of Job:

- To assist teaching staff with monitoring pupils during lunchtime and to ensure the well being and safety of pupils, in line with the school's policies and procedures.

Principle Responsibilities

- Offering care and support throughout lunchtime.
- Working as a team member under the direction of the Senior Lunchtime Supervisor and/or teaching staff.
- Assisting teaching staff with the responsibility of a group of pupils or an area.
- Being responsible for the well being and social interaction of the pupils during lunchtime.
- Assisting in the domestic care and general welfare of pupils in respect of toileting and changing; at meal times; and using specialist equipment where necessary (for which relevant training will be provided if required).
- Promoting good order and high standards of behaviour.
- Demonstrating flexibility in relation to covering different areas within the school.
- Assisting in the supervision of other 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 any accidents and incidents that occur during lunchtime to senior staff in line with school policies and procedures.
- Being watchful of any potentially hazardous situations e.g. slippery floors etc. and reporting concerns to the Senior Lunchtime Supervisor.

General requirements

- Attending and participating in training and development courses as required.
- Attending meetings, liaising and communicating with colleagues in the school.
- Being an effective role model for the standards of behaviour expected of pupils.
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing board and local education authority.

Professional Values and Practice

- Having 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 upon and seeking to improve personal practice.
- Working within schools 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 schools policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.

Specific Duties

1. To be on duty in readiness for the pupils at a designated point either on the playground or in the school.
2. To attend meetings with the Head Teacher and / or training, as and when appropriate.
3. To assist with the organisation of the safety and welfare of the pupils.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

The post holder must carry out their duties with full regard to the Council's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council Policies.

The postholder must comply with the Council's Health and safety rules and regulations and with Health and Safety legislation.

Date: 14.07.17