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**ST CHARLES’ RCVA PRIMARY SCHOOL, SPENNYMOOR**

**JOB DESCRIPTION – LUNCHTIME SUPERVISORY ASSISTANT Grade 1 Point 3**

**JOB PURPOSE**

To be responsible for the care and supervision of the children before and after meals, covering the full interval between the close of the morning sessions and the beginning of the afternoon session, in accordance with the Council’s policies and procedures.

**Key Duties and Responsibilities**

* Supervise the washing of hands of pupils.
* Supervise entry/exit into and from the dining hall by pupils.
* Assist pupils during the meal service.
* Ensure pupil maintain high standards of behaviour, reporting any cases of persistent misbehaviour, especially bullying, as appropriate.
* Clear up any spillages during mealtimes promptly.
* Assist in wiping up tables and chairs when necessary and at the end of the meal.
* Supervision of children in designated areas ensuring good conduct in behaviour in accordance with the school’s behaviour policy.
* Initiate game and activities, where appropriate, whilst maintaining broad supervision.
* Set up, check and put away all outdoor equipment.
* Supervise children in classrooms during inclement weather.
* Engage pupils in safe, enjoyable and creative activities.
* Perform basic first aid for minor incidents/accidents and maintain the first aid kits.
* Maintain accurate and relevant incident/accident records and report all head injuries.
* Attend any training courses relevant to the post ensuring continuous professional development.
* Working closely with other members of the lunchtime team.
* Present oneself as a role model to pupils in speech, dress, behaviour and attitude.
* The post holder may be required to carry out any other duties that are commensurate with the post.

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**ST CHARLES’ RCVA PRIMARY SCHOOL, SPENNYMOOR**

**PERSON SPECIFICATION – LUNCHTIME SUPERVISORY ASSISTANT**

**The following qualities / skills are considered essential or desirable for the above post.**

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|  | **essential E /****desirable D** |
| Knowledge of basic first aid  | E |
| First aid certificate | D |
| Prior experience of supervising children | D |
| Excellent interpersonal communication skills | E |
| Basic oral and written communication skills  | E |
| Ability to work within a team | E |
| Ability to interact with children and adults in a friendly and professional manner | E |
| Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude | E |
| Self-motivated, reliable and hard working | E |
| Ability to work with minimal supervision | E |
| Commitment to delivering a high quality service and to continuous improvement | E |