

Oak Learning Trust

Job Description - Midday Supervisory Assistant

Name:	
Responsible to:	Lunchtime Assistant Team Leader
Responsibilities:	To supervise pupils who remain on the school premises during midday break, ensuring that the children eat meals safely and behave appropriately.

Duties	<ul style="list-style-type: none"> • Ensure that pupils wash their hands before they eat • Escort pupils to and from the dining area, as necessary • Ensure that pupils having a school lunch are in the dining hall at the correct time • Help younger pupils at the server counter with the proper use of cutlery, and help them cut up their food when necessary • Assist pupils with the return of used plates, trays, cutlery and beakers, and with the cleaning of tables when lunch is finished • Encourage and support children to eat school or packed lunch • Supervise pupils eating food brought from home, and ensure that all packed-lunch equipment is cleared away after use • Maintain a quiet calm environment in the dinner hall • Report to the class teacher any child whose diet may give rise for concern • Supervise groups of children in the playground or the classroom, depending on the weather • Devise, initiate and facilitate constructive play opportunities for children when required • Ensure that children remain within a safe environment, and that they play safely • Ensure play equipment is suitable and safe and any defects are reported to team leader • Maintain and clean play equipment • Set suitable behaviour standards in line with school policy • Help children acquire social skills • Attend to minor accidents sustained during the midday break, and seek appropriate assistance if necessary; completing written reports in line with school policy • Attend to any pupil who becomes ill during the midday break, and again seek appropriate assistance
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	<ul style="list-style-type: none"> • Report to the team leader and when appropriate the Head of School, any incidents and/or disclosures under the Child Protection legislation • Report to the team leader any acts that constitute serious infringements of school rules • Liaise effectively and professionally with all staff members within school as required • Attend training, as required; this includes Child Protection, Active Playground, and any other appropriate training • Promote the school's policy on equal opportunities and racist incidents
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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.

Headteacher _____

Post holder _____

Date

Date

This job description will be reviewed annually or earlier if required.