

JOB DESCRIPTION



Job Title:	Lunchtime Supervisory Assistant (Primary School)
Grade:	Salary: Grade 1, SCP 13 (£9.01 per hour). £17,391 pro rata
Hours:	Monday to Friday 12.00-1.00, 38 weeks per year
Job Location:	Grangetown Primary School
Directorate:	Children's Services
Responsible to:	Deputy Headteacher / Headteacher

Purpose of Job:

- To work as part of a team, supervising pupils during lunchtime, and to ensure the well being and safety of pupils, in line with the school's policies and procedures.

Main Duties

- Offering care and support throughout lunchtime.
- Working as a team member under the direction of the LSA(s) in charge.
- Taking responsibility for a group of pupils or an area as designated by the Senior Lunchtime Care Assistant.
- Being responsible for the well being and social interaction of the pupils during lunchtime.
- Assisting in the domestic care and general welfare of pupils 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 with 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 and documenting 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 Supervisory Assistant.

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 body 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.

Sunderland Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to the usual check via the Disclosure and Barring Service (DBS)