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**Catchgate Community Primary School**

**Job Description**

**Job Title** Lunchtime Supervisory Assistant

**Grade**  Grade 1 (Point 3)

**Hours**  7.5 term time only

**Duties include:**

* Supervising the washing of hands of pupils.
* Supervising entry/exit into/from the dining hall by the pupils.
* Supervising pupils in the dinner queue and eating meals.
* Assisting pupils in the dining hall.
* Ensuring cutlery, trays and leftovers are cleared.
* Clearing up all spillages during mealtime promptly.
* Assisting in wiping up tables, chairs when necessary at end of the meal.
* Ensuring pupils maintain high standards of behaviour, reporting any serious cases of misbehaviour as appropriate.
* Supervising children in designated areas ensuring good conduct in behaviour in accordance with the school’s behaviour policy.
* Checking that groups of pupils do not congregate in inappropriate places (such as toilets).
* Supervising children during lunchtime in classrooms during inclement weather.
* Initiating games and activities where appropriate, whilst maintaining broad supervision.
* Engaging pupils in safe, enjoyable, and creative activities.
* Performing basic first aid for incidents/accidents.
* Providing pastoral care and support to sick and injured children taking appropriate action as necessary ensuring school staff are fully informed of incidents and accidents.
* Maintaining accurate and relevant incident/accident records.
* Attending any training courses relevant to the post, ensuring continuing, personal and professional development.
* Working with a team.
* Presenting oneself as a role model to pupils in speech, dress, behaviour and attitude.
* Develop supportive, responsive and positive relationships with children.
* Always listen to children’s concerns and respond appropriately.
* Be alert for children who are vulnerable and intervene in disputes, as necessary.
* Undertaking any other duties that are commensurate with the post.
* Maintain confidentiality regarding pupils and school matters at all times.

Unless otherwise indicated, no part of this job profile should be construed as determining the amount of time spent on a particular duty or responsibility.

This job profile will be the subject of regular review and any part of it may be amended as a result of such a review or at any time after consultation with the post-holder.

Head Teacher:

Lunchtime Supervisory Assistant:

Date: