

**Job Description**

**Job Title:** Lunchtime Supervisory Assistant

**Grade:** NMLW

**Job Location:** St Leonard’s RC Primary School

**Purpose of Job:**

* To assist teaching staff with monitoring pupils during lunchtime and to ensure the wellbeing and safety of pupils, in line with the school’s policies and procedures.

**Principle Responsibilities:**

* Offering care and support throughout lunchtime - both in the dining hall and playground
* Being responsible for the wellbeing and social interaction of pupils during lunchtime
* Assisting in the domestic care and welfare of pupils at meal times
* Promoting high standards of behaviour
* Demonstrating flexibility in relation to covering different areas of the school
* Assisting in the supervision of other activities during lunchtime including the setting out and storing of relevant equipment
* Ensuring that the outside and inside areas are left tidy for the afternoon session
* Reporting any incidents and accidents that occur during lunchtime to senior staff in line with school policies and procedures
* Being watchful of any potentially hazardous situation e.g. slippery floors etc and reporting concerns to the relevant staff member

**General Requirements:**

* Attending and participating in training and development courses as required
* Attending meetings, liaising and communicating with colleagues in 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 Practices:**

* 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.

The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.

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 Councils Health and safety rules and regulations and with Health and Safety legislation.