

### **Purpose of Job**

#### **JOB DESCRIPTION**

<b>Post title:</b>	Lunchtime Supervisory Assistant
<b>Academy:</b>	Thomas Walling Primary Academy
<b>Reporting to:</b>	Senior Leader with designated responsibility
<b>Salary/Pay range:</b>	£18,198 full time equivalent, actual salary £3,206
<b>Hours of work:</b>	7.5 hours per week (term time only plus 3 training days)

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To ensure the safety and welfare of pupils on the Academy site during the midday break, and for the safe conduct of pupils leaving and arriving at the Academy at the commencement and near the end of the midday break.

### **Main Duties and Responsibilities**

The following main duties and responsibilities are as follows:

- Supervision of pupils taking a school meal as well as other pupils on the site during the midday break.
- Maintaining discipline throughout the midday break in accordance with guidance given by the Academy's Leadership Team and to report back accordingly.
- Responsible for taking a class register at the midday break in the event of an evacuation.
- Recording incidents using appropriate procedures, such as CPOMS or the accident book.
- The supervision of pupils returning to the premises at the end of the midday break.
- Maintain a clean environment for pupils in the dining hall.
- Support the catering team during meal service.
- Any other duties as may reasonably be requested by the School Principal/Head Teacher/School Manager. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

### **Health & Safety**

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety.
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.

### **Safeguarding**

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2020 where required.