



## **JOB DESCRIPTION**

### **Lunchtime Supervisory Assistant**

#### **Purpose of Job**

To supervise and ensure the safety of children throughout the mid-day break by encouraging children to treat each other with respect and to follow Dubmire Primary Academy and Aim High Academy Trust Behaviour Policy at all times.

#### **Main Duties / Responsibilities**

##### **ORGANISATION**

- Take instructions from the Lunchtime Manager and Senior Leadership Team (SLT) regarding the supervision of children throughout the breakfast and lunchtime break, giving instructions and guidance to Breakfast / Lunchtime Supervisors as appropriate
- Supervise designated areas by following the rules set out in the Behaviour Policy and reporting unruly behaviour to a member of SLT
- Deal with minor problems and report any persistent unruly behaviour, incidents of fighting, bullying or racial / personal abuse involving parents to the Lunchtime Manager or a member of the SLT as appropriate
- Ensure children leave the dining hall in a tidy condition by giving the necessary guidance to children in respect of cleaning plates, placing cutlery and crockery in trays provided and seating arrangement.
- Be aware of and comply with Dubmire Primary Academy and Aim High Academy Trust policies relating to child protection, health and safety, confidentiality and data protection

##### **RESOURCES**

- Work as support to SLT, duty teachers during breaks as appropriate
- Provide advice and guidance to staff, students, parents/carers and others