** Bowburn Primary School**

**Lunchtime Supervisory Assistant**

**JOB DESCRIPTION**

**Post Title:** Lunchtime Supervisory Assistant - 7.5 hours per week Grade 1

**Responsible to:** Head Teacher, Deputy Head Teacher, Office Manager

**Responsibility:**

* To be responsible for the supervision and control of pupils during lunch time.
* The post holder will be responsible for the safety, welfare and good behaviour of pupils during lunchtime.

**Main Duties and Responsibilities**

* Supervise the washing of hands of pupils.
* Supervise entry/exit into/from the dining hall by the pupils.
* Assist pupils during the meal service, for example help with cutting up their food, filling water cups.
* Ensure pupils maintain high standards of behaviour, reporting any cases of misbehaviour, as appropriate.
* Clear up all spillages during mealtime promptly.
* Assist in wiping up tables, chairs when necessary at end of the meal.
* To supervise and organise play for the pupils during the lunch break.
* Initiate games and activities, whilst maintaining broad supervision.
* Supervise children and actively promote a healthy lifestyle.
* To deal with any incidents of misbehaviour following the school behaviour policy.
* To attend any training courses relevant to the post (such as first aid and safeguarding), ensuring continuing, personal and professional development.
* To work well within a team.
* To abide by the school policies and procedures, including equality procedures at all times.

**Pupil Health and Safety**

* Ensuring Health and Safety and other school procedures are observed, reporting of accidents and taking actions as required.
* Perform basic first aid for minor incidents/accidents and attend training around this and specific medical or diet needs.
* Maintain accurate and relevant incident/accident records.
* Support with effectively adhering to evacuation procedures.
* Raise safeguarding concerns appropriately with Designated safeguarding leads.
* Be aware of individual pupil circumstances – i.e. – food allergies, special educational or emotional needs and medical conditions and support those children appropriately
* To abide by Risk Assessment in school for Covid 19 and also encourage and support pupils to do the same e.g. promote and supervise hand and respiratory hygiene.

**Pupil Behaviour**

* To positively promote healthy, safe and considerate behaviour.
* To proactively ensure pupil compliance with school’s rules and behaviour appropriately.
* To support other members of staff in managing pupil behaviour and providing activities.

**General requirements and Skills**

* Ability to demonstrate a flexible approach to work.
* Ability to offer reliability and punctuality.
* Ability to demonstrate common sense and initiative.
* Ability to be firm but fair at all times.
* Willingness and ability to maintain confidentiality on all school matters
* Willingness to interact and play with the children on the playground
* To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed suitable by the Head Teacher