**JOB DESCRIPTION**

**Job Title: Lunchtime Supervisory Assistant**

**Responsible to: Headteacher**

**Place of Work: Browney Academy**

**Hours: 12.00 noon to 1.20 p.m. each day**

**Salary: Grade 1 pro rata**

**Job Summary:**

The Lunchtime supervisory Assistant will be responsible for ensuring the well-being and assisting in the help and supervision of the children during lunchtimes.

**Duties and Responsibilities:**

* **These are the main duties and responsibilities needed to achieve the job purpose.**
* Supervise the washing of hands of pupils.
* Supervise entry/exit into/from the dining hall by the pupils.
* Ensure children maintain high standards of behaviour, reporting any cases of misbehaviour, as and when appropriate.
* Support children to adopt healthy lifestyles and promote our children’s Right to nutritious foods and help them to have enjoyable lunchtimes.
* To be a positive role model to all members of our school community (speech, dress, behaviour and attitude).
* Maintain a safe and caring atmosphere for all of our children including clearing up all spillages during mealtime promptly.
* Assist in wiping up tables, chairs when necessary at end of the meal.
* Support play when children are not in the hall for lunch – whether inside or out. Ensure children are kept safe at all times whilst the children are in your care.
* Initiate games and activities where appropriate, whilst maintaining broad supervision.
* Engage pupils in safe, enjoyable and creative activities.
* Help all children to be included in play and to make appropriate choices and activities.
* Perform basic first aid for minor incidents/accidents
* Maintain accurate and relevant incident/accident records.
* To attend any training courses relevant to the post, ensuring continuing, personal and professional development.
* Role requires working with a team.
* Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents.
* Any further duties as requested, from time to time, by the class teacher or head teacher commensurate with the post.
* The post holder has common duties and responsibilities in the areas of:-

Quality Assurance, Communication, Professional Practice, Health and Safety, Confidentiality and Induction