



Job Description

Lunchtime Supervisory Assistant

Post title: Lunchtime Supervisory Assistant
Grade: Grade B, SCP 3 (£18,867, Pro Rata, Term Time Only)
Reports to: Headteacher

Job Context

- Supervisory Assistants at St Joseph's have an essential role in helping to realise the visions and values set out in the school's play policies. Lunch times offer children opportunities to play sociably, outdoors and in environments which enhance play. Lunchtimes support pupils' well-being and personal development.
- Supervisory Assistants should make a valuable contribution to the management of the school and the care and well-being of the children. Happy and playful lunchtimes are an important part of the school day allowing children to eat, socialise and experience the benefits of freely chosen play.

General

- This job description contains the main duties relating to this post and does not describe in detail all the duties required to carry them out and there will be an expectation that the post holder will carry out other duties that reasonably fall within the general nature of the level of responsibility of the post.

Job Purpose

Main Duties and Responsibilities

- Supervision and control of pupils in the dining areas, playground, and other areas of the school premises.
- To support and supervise children in the dining room, playground, corridors, toilets, or other areas during lunchtime depending on the timetable and rota established.
- Organising dinner queue and entrance of pupils into dining hall and from dining hall to playground; ensuring good behaviour and calm atmosphere.
- Assisting where necessary in ensuring that all those who are on the premises at lunchtime have authority to be there.
- To promote and support a whole school approach to inclusive play and ensure children enjoy lunchtime, healthy eating, and a relaxed, engaging environment.

- To always listen to children's concerns and respond appropriately.
- To deal with difficult or challenging behaviour by pupils in a calm and professional way.
- To be alert for children who are at risk of bullying or being bullied and intervene in disputes be they physical or verbal as necessary.
- To ensure that all children who suffer any injury or accident are dealt with appropriately and in accordance with the school's agreed procedures.
- To report any serious concerns regarding children's welfare or behaviour to the senior leadership team, as necessary.
- To support and interact positively to all children and school staff.
- Where appropriate, assist/supervise pupils with their general hygiene requirements.
- To promote and support a whole school approach to inclusive play.
- To carry out responsibilities under the direction and guidance of the senior leadership team.
- To report any serious concerns regarding children's welfare or behaviour to the senior leadership team as necessary.
- At all times to work within the school's policies with regard to; Relationships and Behaviour, Management, Equal Opportunities, Safeguarding, Health & Safety, Anti-Bullying, Confidentiality, Risk Management and Play.

Playground

- Work as part of a team to initiate and develop a range of inclusive and stimulating indoor and outdoor play opportunities (including in wet weather) for all children and to participate in the delivery of these play opportunities as required.
- Ensure provision of a safe play environment in which children are able to play freely.
- Ensure with other team members that a good, changing, and varied supply of play materials and equipment are sourced, maintained and stored. Report any worn, missing or damaged materials to the senior leadership team.
- Employ a 'low intervention, high response' approach to children's play, involving observing children's play and facilitating specific activities, such as creative play, to support the extension of their play.



- Allow children the freedom to play whilst supporting them through any difficulties they may experience in playtime.
- To liaise with the class teacher regarding any concerns about individual children at the end of each session; and make appropriate records.
- To advise and support children to be adequately dressed for the weather conditions.
- To ensure that when halls or classrooms are used during break time, they are left tidy.
- To check toilet areas regularly and to ensure that they are clean and being used appropriately.
- Report any hazards in the playground environment to the senior leadership team and highlight any concerns about risks in children's play activities.
- Record accidents and administer minor first aid as directed by senior leadership team or other school staff qualified in first aid.
- Encourage children not to litter and to use the bins provided (including recycling).
- Assist in tidying the playground at the end of lunchtime.
- Supervise children to line up in their classes at the end of lunchtime.
- Inform the school office in the event of absence or sickness.
- Attend and participate in professional development as and when required.
- Participate in partnerships with colleagues, parents, and children and outside agencies that support a whole school approach to play and physical activity within the school as required.
- Any other duties as deemed reasonable by the head teacher.

Dining Hall

- Supervise children as they queue for lunch in the dinner hall.
- Supervise and support children to clear their plates and cutlery and to assist in wiping down tables, sweeping up spillages and maintaining high standards of hygiene in the dining hall.
- To encourage children to eat their lunch, helping them to cut up food into edible pieces, distributing water, ensuring that dietary requirements are adhered to and assisting in any other way that may be necessary.
- Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff.
- Dealing with any bodily spillages in the dining hall in accordance with infection control procedures and ensuring pupils get first-aid treatment, if appropriate
- Sharing responsibility with other lunchtime assistants and kitchen staff for cleaning the dining hall floor and putting away dining tables/chairs.

Physical

- Working with children is demanding and requires stamina and resourcefulness. This post will require physical effort such as playing games with children, if requested.

Accident Reporting

- To ensure that accidents and incidents are reported appropriately, in line with the school and Trust's policy and strategy.

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

November 2023



Person Specification

Factors	Essential		Desirable	
Qualifications & Training	E1	Basic Reading and writing skills to maintain records	D1	First Aid Certificate
			D2	Willingness to undertake further training with a particular emphasis on a Child Protection Certificate.
Experience			D3	Previous experience of working with or caring for children aged 4-11 years.
Skills			D4	Working with children in a group (paid or voluntary)
Personal Attributes	E2	Able to work as part of a team	D5	Basic understanding of child development and learning.
	E3	Ability to understand oral and written communications		
	E4	Able to communicate with teachers, students and other stakeholders		
	E5	Recognise behaviour causing concern and inform teaching staff		
	E6	Be flexible, adaptable and to act on own initiative, and to be constructive in response to issues and problems as they arise		
	E7	Actively support and facilitate children's play in the playground		
	E8	Be able to establish firm and consistent boundaries		



	E9	in relation to children's behaviour Show commitment to the inclusion of all children and an understanding of, and commitment to equality of opportunity		
Special Requirements	E10	A commitment to safeguard the welfare of children		
	E11	Compliance with data protection principles		
	E12	Compliance with Equal Opportunities Policies, the Trust/school Code of Conduct, and all other Trust/school policies		
	E13	Compliance with health and safety policies, rules and regulations		
	E14	To uphold the Catholic ethos of our schools		