

**JOB DESCRIPTION**

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| **POST TITLE:**   | Lunchtime Supervisory Assistant  |
| **GRADE:**  | Real Living Wage |
| **RESPONSIBLE TO:**  | **Headteacher**  |

 **Key Tasks**

* To supervise the children at lunchtime, promoting good behaviour and manners. To engage the children in activities.
* To supervise pupils during our midday break, ensuring that children are kept safe at all times.
* To organise and implement games and activities to encourage enjoyment at lunchtime.
* Encourage the children to eat their meals and to try everything on their trays
* Train children to use the cutlery correctly and to observe table manners.
* Supervise the children at play, patrolling the yard / field, after they have left the dining
* hall and organise games for children.
* Ensure that pupils remain within a safe environment and that they play safely.
* Help pupils acquire social skills.
* Be a positive role model to the pupils in their care through dress, speech and attitude.
* Assist children who may need medical attention by following school policy, reporting incidents and accidents to class teacher.
* Attend any training courses which the Headteacher may consider appropriate to the duties of the job.
* Liaise with other staff as required in a professional manner.
* Comply with the requirements of the Health and Safety at Work Regulations
* Maintain the principles and procedures set out in the Schools’ Mission Statement and Behaviour Policy.
* Build up positive relationships with the children.
* Display commitment to the protection and safeguarding of children

All employees have a responsibility of care for their own and others’ health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time.

Variation may also occur to the duties and responsibilities without changing the general character of the post