LUNCHTIME SUPERVISORY ASSISTANT
JOB DESCRIPTION

POST:	Supervisory Assistant
GRADE:	Grade 1, Point 2
HOURS:	12:00-13:30 Monday to Friday, Term Time Only
DIRECTORATE:	Children's Services
SECTION:	Primary Schools
LOCATION:	Stivichall Primary School
DURATION:	Permanent

Job Purpose:

To take responsibility for the health and safety and security of pupils during the lunch time break. To ensure a safe environment is provided to all pupils and support hot lunches in the dining hall and packed lunches in classrooms as required.

Duties and Responsibilities:

- Supervising pupils in the area in which they eat their lunch and their play areas. Assist and supervise the setting out, clearing away and tidying of eating and play areas, ensuring they are ready for the afternoon teaching sessions.

- Supervising pupils before and after their lunch, either inside or outside of the school building, being especially vigilant to health and safety, welfare and security of pupils, in accordance with the School Behaviour Policy and following guidance provided by Senior Leaders and Senior Supervisors.

- Ensuring good hygiene, including ensuring that pupils have washed their hands prior to lunch and assisting them to do so where necessary.

- Assisting pupils in the collection of food trays and plates and in the serving of meals and food where necessary. Assisting very young or less able pupils in developing good eating skills.

- Supervising and assisting pupils to return waste food, plates and cutlery to the designated points.

- Undertake ancillary duties including the wiping of tables and cleaning of spillages (e.g. food, vomit).

- Attend to accidents in the playground in accordance with school procedures and guidelines on accidents, incidents and follow up actions, including the completion of records and reporting.

- Carry out First Aid ensuring that accurate records are maintained and school policies are followed.

- Organising activities for pupils to support positive play and social well-being, including indoor activities when there is inclement weather.

- Take appropriate action to minimise disruption in the event of misconduct following the School Behaviour Policy. Ensure good behaviour and safe conduct of pupils dealing appropriately with all incidents of disorder assertively reinforcing the expectations and ethos of the school.

- Offer comfort and support to pupils who are upset or distressed in any situation acting with an awareness of the safeguarding policy and correctly reporting incidents.

- During closure of schools, to assist the kitchen staff with general cleaning duties in the dining area and in particular the cleaning of dining furniture.

- Attend relevant meetings and training as required.[1]

- Any other duties required by the Senior Leadership Team commensurate with the grade.

PERSON SPECIFICATION

Supervisory Assistant

	Job Requirements
Knowledge	• Knowledge of basic First Aid • Knowledge of playground games
Skills & Abilities	• Ability to communicate effectively with others to receive and pass on information and instructions. • Ability to provide guidance in a firm but pleasant manner. • Practical supervision skills • Ability to work effectively in a team. • Ability to take the initiative and solve problems ensuring children's needs are met. • Practical supervision skills • Self-organisation and ability to complete tasks. • Excellent record of attendance and punctuality • Very high levels of concentration and alertness required. • Reliability, integrity and understanding of confidentiality. • Ability to fulfil all spoken and written aspects of the role. • Act as a positive role model
Experience	• Experience of dealing with children and young people in a paid or unpaid role
Educational	• Basic Numeracy and Literacy skills
Special Requirements	• **This post is subject to Protection of Children Regulations and is therefore exempt from the provisions of the Rehabilitation of offenders Act 1974. A Criminal record Disclosure will be required prior to appointment.** • **All employees of Coventry City Council are required to comply with the Council's Equal Opportunity Policy when undertaking the duties of their job.**