



Job Description

Vacancy Reference No:

Job Title:	Senior Lunchtime Supervisory Assistant	Job Number:	L3227D
Directorate:	Children, Learning and Young People	Post Number:	Various
Service:	Services for Schools	Grade:	Grade 3
Location:	Willenhall Community Primary School	Hours:	12.5 per week

Job Purpose:

- To be responsible to the Head Teacher and Governing Body as an effective member of the school's staff team.
- To manage Supervisory Assistants as efficiently as possible, to ensure effective supervision of pupils during lunchtime.
- To be responsible for ensuring the safety, welfare and good conduct of pupils during the midday break in accordance with laid down procedures and practices of the Authority and under the direction of the Head Teacher and School Business Manager.
- To ensure pupils have a positive, sociable and safe lunchtime.
- Work in close co-operation with the Catering Team.
- To ensure confidentiality is maintained at all times.

Main Duties and Responsibilities:

1. Supervise pupils in the dining hall, playground areas and school premises, ensuring an acceptable level of order and discipline is maintained according to the guidelines set by the Head Teacher.
2. Supervise and direct a group of supervisory assistants, including undertaking training and maintaining associated paperwork and records.
3. Organise and manage the Supervisory Assistant Team, including devising rotas for a safe and efficient lunch time and reorganising during absences, in order to maintain appropriate supervision.
4. Monitor the work of supervisory assistants to ensure they are fulfilling all the roles and responsibilities in their job descriptions to a good standard.

5. To ensure that the behaviour, safety and well-being of children is always paramount within any activity.
6. To manage and monitor behaviour issues in a calm and positive manner and implement the rewards and sanctions system specified.
7. To report any significant behaviour problems, accidents or concerns during lunchtime to the relevant staff and log accordingly.
8. Ensure that first aid is provided in the case of accident or illness and that appropriate records are kept and relevant staff are notified.
9. Follow fire and evacuation procedures and check pupils are safe. Ensuring that Supervisory Assistants are aware of the actions required for children with personal evacuation plans (PEEPS).
10. Assist with the appointment of Supervisory Assistants.
11. Support the induction process for new members of staff.
12. Identify training needs within the team.
13. To model and act as an exemplar practitioner in order to support the Supervisory Assistants in their duties as follows:
 - Work in conjunction with the admin team to ensure each pupil receives the correct meal.
 - Assist pupils in the collection of food trays and plates and in the serving of meals and food where necessary.
 - Supervise and assist pupils to return waste food, plates and cutlery to the appropriate points.
 - Undertake ancillary duties including wiping tables, cleaning spillages, e.g. food, vomit.
 - Undertake basic first aid and seek further medical assistance where necessary; keeping the Head Teacher or nominee informed and maintaining records of accidents and first aid given.
 - Organise activities for pupils where necessary, in particular, indoors when there is inclement weather.
 - During the closure of schools, assist the kitchen staff with general cleaning duties in the kitchen and dining area and, in particular, the cleaning of dining furniture.
 - Put away tables and chairs.
 - Any other duties and responsibilities within the range of the salary grade.

All employees:

All duties and responsibilities must be carried out with due regard to the City Council's Health & Safety Policy

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: Supervisory Assistants

Responsible to: School Business Manager

Date Reviewed: September 2022

Updated:



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	Job Requirements
Knowledge:	<ul style="list-style-type: none">• Knowledge of how children play and its relevance to their development• Understanding of Child Protection and Safeguarding• Knowledge of relevant Health & Safety issues• Understanding of the boundaries of confidentiality and maintaining these

Skills and Abilities:	<ul style="list-style-type: none">• Able to supervise, plan and direct the work of supervisory assistants.• Able to undertake training of supervisory assistants and provide advice and guidance.• Able to communicate effectively with others to receive and pass on information and instructions, and provide guidance in a firm but pleasant manner.• Reading and writing skills to maintain records of incidents, accidents and first aid.• Able to communicate effectively with pupils to keep control, pass instructions and organise activities where appropriate in a firm but pleasant manner.• Able to administer basic first aid.• Able to follow laid down procedures for different incidents, particularly in the case of fire, evacuation or accidents in a controlled and systematic way.• Able to supervise and control children to minimum standards of discipline set.• Able to work with children from multi-cultural background.• Able to assist pupils with developing their eating skills.• Able to adhere to guidelines set by Head Teacher for lunchtime supervision.• Able to learn and change practice as required.• Punctual and able to fulfil duties in a responsible manner.
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Experience:	<ul style="list-style-type: none">• Experience of children in some capacity of responsibility, i.e. own children or previous school experience for example:<ul style="list-style-type: none">- In primary school, this should be with 4-11 year olds.• Experience of supervision of others• Working with other professionals.
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Educational:	<ul style="list-style-type: none"> • A willingness to participate in in-service training and professional development. • Possession of a current first aid certificate or willingness to undertake training for this qualification.
Special Requirements:	<ul style="list-style-type: none"> • The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. • This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS) • Willing to clean up food or vomit or carry out other menial tasks such as carrying food/trays.