

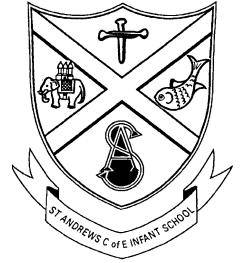


Job Description: LUNCHTIME SUPERVISORY ASSISTANT

Responsible to: Deputy Head Teacher

Duties and Responsibilities -

- Ensuring, where applicable, that pupils have washed their hands prior to lunch and assisting them to do so where necessary in conjunction with class teacher's directions.
- Being aware of fire and evacuation procedures and checking children are safe.
- Supervising pupils indoors in the dining hall, and outdoors in playground areas and school premises ensuring discipline is maintained according to the guidelines in the DRA Handbook. Working outdoors in all weathers.
- Helping pupils in their choice of food at the servery, directing them to their seat and assisting with cutting up food, opening lunchboxes, wrapped food etc
- Assisting less able pupils in developing eating skills and follow rules at lunch time.
- Supervising and assisting pupils to return waste food, plates, unwanted drinks and cutlery to the appropriate points.
- Undertake additional duties including the wiping of tables, cleaning of spillages and putting tables away during and after lunch as required, and sweeping/mopping the floor
- Act as carer for sick children until qualified medical assistance is available and or child is collected by parents. Maintaining records of accidents and incidents in line with school policy.
- Organising activities for pupils under direction of play assistants where necessary, in particular indoors when there the weather is severe
- Hours of work - term time Mon-Fri 11.45a.m. - 1.15p.m.



Person Specification: Lunch time Supervisory Assistant-

Personal qualities

- Have experience of working with young children and genuinely enjoy working with them and understanding their needs and individuality
- Capable of confidently encouraging children to play cooperatively by playing with them or directing them as required
- Be non-confrontational at all times and be capable in dealing with incidents (eg unacceptable behaviour) and reporting information to class teachers or other staff as appropriate
- Confident in assessing any incidents calmly and effectively and knowing when to refer to the appropriate person
- Able to deal with young children aged 4-7 years calmly and sympathetically
- Have a reassuring and sympathetic approach when dealing with accidents or illness.
- Flexible and adaptable to work as a team member and willing to undertake a variety of tasks associated to supervising children at lunchtimes both indoors and outdoors in any weather as required
- Communicate clearly and effectively to children and other members of staff
- Good sense of humour
- Punctual

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.