



Coundon Primary School

Together Everyone Achieves More

JOB DESCRIPTION

POST: Lunchtime Supervisory Assistant
GRADE: Grade 1
DIRECTORATE: People
LOCATION: Coundon Primary School

Purpose of the Job

- To be responsible to the Head Teacher and the Governing Body as an effective member of the school's staff team.
- To be responsible for securing the safety, welfare and good conduct of pupils during the lunch break in accordance with laid down procedures and practices of the Authority and under the direction of the Head Teacher, nominated line manager and Senior Supervisory Assistant.
- Work in close co-operation with the Catering Supervisor, individually or as a member of the team.
- To ensure confidentiality is maintained at all times.

Main Duties and Responsibilities

- Supervise pupils in the dining hall, classrooms and playground areas, ensuring a level of order and discipline is maintained and according to the guidelines set by the Head Teacher.
- Ensure, where appropriate, that pupils have washed their hands prior to lunch and assist them to do so where necessary.
- Ensure each pupil has a packed lunch, has paid for their meal, or are entitled to a free meal where appropriate, and arrange an orderly start to lunch.

- Assist pupils in the collection of food trays and plates for hot dinners and in opening food for packed lunches.
- Assist very young or less able pupils in developing eating skills.
- Supervise and assist pupils to return waste food, plates and cutlery to the appropriate points.
- Undertake ancillary duties, including wiping tables and cleaning spillages eg. food, vomit.
- Work within appropriate children legislation, policies and procedures.
- Provide general care and welfare for the children, including physical care and attention to personal needs.
- Act as first aider/carer for sick children and provide comfort and support to children in distress. Ensure appropriate staff are informed of situation; maintain records of accidents and first aid given.
- Organise activities for pupils, where necessary, in particular indoors when there is inclement weather.
- Follow fire and evacuation procedures and check pupils are safe.
- Employees have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.
- Variation may also occur to the duties and responsibilities without changing the general character of the post.

Risk Management

- Awareness and understanding of Health and Safety procedures and Safeguarding Policy.
- Act upon the risk assessment procedures that are in place to support all learners and staff.

Professional Responsibility

- Attend relevant training courses to update knowledge and extend understanding within particular areas.
- All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.
- Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.
- Any other duties and responsibilities within the range of the salary grade.

COUNDON PRIMARY SCHOOL

PERSON SPECIFICATION

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	Job Requirements
Knowledge	<ul style="list-style-type: none">- Knowledge of how children play and its relevance to their development.- Knowledge of how to promote social/emotional and intellectual development of school aged children.- A commitment to and understanding of equal opportunities issues and their application to childcare.- Understanding of the Children's Act and Guidelines,- Awareness of Child Protection.- Some knowledge of relevant Health and Safety issues.- Understanding of the boundaries of confidentiality.
Skills and Abilities	<ul style="list-style-type: none">- Able to work within a team or on own initiative.- Able to communicate effectively to receive and pass on information and instructions and provide guidance in affirm but pleasant manner.- Basic reading and writing skills to maintain records of accidents and first aid.- Able to follow set 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 set standards of discipline.- Able to adhere to guidelines set by the Head Teacher for lunchtime supervision and accept supervision from the Senior Supervisory Assistant.

	<ul style="list-style-type: none"> - Able to assist pupils with developing their eating skills. - Able and willing to clean-up food or vomit or other materials and undertake tasks such as carrying food/trays. - Ability and willingness to undertake tasks such as toilet accidents and cleaning away materials. - Able to learn and change practice in appropriate ways. - Ability to undertake patterns of work as determined by the school. - Punctual and able to fulfil duties in a responsible manner.
Experience	<ul style="list-style-type: none"> - Experience of children in some capacity of responsibility and/or previous experience in a primary school environment. - Working with other professionals.
Education	<ul style="list-style-type: none"> - Qualifications in child care/play work an advantage, but not essential.
Special Requirements	<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. - 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. - A Criminal Record Disclosure will be required prior to appointment.