

**Job Title:** Lunchtime Supervisory Assistant  
**School:** Westbrook Lane Primary School  
**Pay range** A1 (£9.00 per hour)  
**Responsible to:** Midday Supervisor and Headteacher

**Role:**

To actively supervise the pupils during lunchtime, maintaining their safety, welfare and good behaviour, supporting the policies and procedures of the school and local authority.

**Main duties**

1. Supervise children throughout the school premises, in the dining hall and in the playground.
2. Work under the direction and supervision of the Midday Supervisor and the Headteacher. Support the work of the supervisory assistants' team.
3. Use positive behaviour strategies to encourage good behaviour, following the Positive Behaviour Policy and school procedures
4. Support the smooth running of the lunchtime session in the hall. This may involve supporting children while they eat their lunch, cutting up food if necessary, making sure that tables are clean, cleaning up spillages, wiping tables and maintain good order.
5. Ensure that standards for healthy eating and good table manners are maintained.
6. Ensure that the policy and procedures for reporting and recording incidents and accidents is followed at all times, completing accident forms if necessary.
7. Report serious behaviour incidents to the Midday Supervisor, in the first instance, or the class teacher.
8. Any safeguarding concerns must be passed immediately to the designated safeguarding lead in line with the Safeguarding and Child Protection policy and procedures.
9. Support the children in the establishment of suitable playtime games and activities.
10. During inside breaks, maintain good behaviour management and ensure children leave classrooms and cloakrooms in good order.
11. Take part in training necessary to the implementation of the role.

**Grade** Level 1 (A1)

**Annual leave** Term time working only. All lunchtime staff are required to take their holidays during school holidays

**Training** The school encourages training both "in-house" and external to meet the needs of the individual and of the service.

**Hours** 5.83 per week (1 hour and 10 mins per day)

**LUNCHTIME SUPERVISORY ASSISTANT PERSON SPECIFICATION**

<b>Essential Criteria</b>	<b>How Identified</b>	<b>Desirable Criteria</b>	<b>How identified</b>
<p><b>SKILLS</b></p> <p>Ability to relate well to children and adults</p> <p>Ability to work constructively as part of a team</p> <p>Ability to maintain a safe, calm and happy approach</p>	<p><b>SKILLS</b></p> <p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p>		
<p><b>KNOWLEDGE &amp; UNDERSTANDING</b></p> <p>Working with or caring for children of relevant age</p> <p>Basic childcare and health and safety knowledge</p>	<p><b>KNOWLEDGE &amp; UNDERSTANDING</b></p> <p>Application form and selection process</p> <p>Application form and selection process</p>	<p>Appropriate knowledge of first aid</p>	<p>Application form</p>
<p><b>QUALIFICATIONS/ TRAINING</b></p> <p>Participate in development and training opportunities</p>	<p><b>QUALIFICATIONS/ TRAINING</b></p> <p>Application form and selection process</p>		
<p><b>OTHER CONDITIONS</b></p>			