



Job Description

Post title	Lunchtime Supervisory Assistant
Grade	2, point 3
Work pattern	6.25 hours per week, Monday to Friday. Term time with retainer
Service	DCC Schools
Service area	St. Stephen's CE Primary School
Reporting to	The postholder will be accountable to the Headteacher
Location	Your normal place of work will be St. Stephen's CE Primary School
Disclosure and Barring Service (DBS)	This post is subject to an Enhanced Disclosure

Description of role

Responsible for helping to provide a warm, safe, clean and secure environment in which children and staff can work effectively. The main purpose of the role is to assist the school in securing the safety and welfare of pupils during lunchtimes. This will involve effective supervision of pupils in the school dining hall, around the premises and outside on the school playground as required.

Duties and Responsibilities

Key Duties

- Supervision and control of pupils in the dining areas, including:
- Where appropriate, assist/supervise pupils with their general hygiene requirements.
- Organising the dinner queues and entrance/exit of pupils into and out of the dining hall to the playground.
- Setting high expectations for behaviour and creating a calm and welcoming atmosphere in the dinner hall.
- Sharing responsibility with other Lunchtime Assistants for the maintenance of order and discipline in the dining hall.
- Rewarding positive behaviour in line with the school's behaviour policy.
- Effectively dealing with any inappropriate behaviour, in line with the policies set out by the school.
- Seeking assistance with instances of extremely poor behaviour and reporting these to a member of the Senior Leadership Team.
- Encouraging pupils to eat their lunch (including those with packed lunches).
- Supporting pupils with SEND needs with eating their lunch - providing an inclusive and supportive environment.
- Being aware of pupils on special, cultural, or restricted diets for medical reasons, from information provided by the school.
- Assisting pupils with cutting up food, pouring liquids etc (where necessary).
- Encouraging social skills and good table manners, ensuring that pupils use knives and forks safely.
- Ensuring that pupils take responsibility for tidying up after themselves/reinforcing positive habits.

- Cleaning up spillages when food is spilt or dropped, where such spillages are hazardous to pupils and/or staff.
- Dealing with any body spillages in the dining hall in accordance with infection control procedures and ensuring that pupils get any first aid treatment they may require.
- Sharing the responsibility with other Lunchtime Assistants for cleaning the dining hall floor and putting away dining tables/chairs at the end of the dinner service.

Supervision and control of pupils in the playground and other areas of the school premises, including:

- Directing pupils to the playground and supervising the activities on offer and their behaviour.
- Ensuring the pupils' safety and wellbeing, providing emotional support where necessary.
- encouraging socialising and participating in games and play.
- Discouraging any dangerous activities or games and dealing with any unacceptable or challenging behaviour by following the School's behaviour policy.
- Ensuring that pupils are appropriately dressed for the prevailing weather conditions (where necessary).
- Modelling positive behaviour by speaking calmly to the children at all times.
- Supervising and managing the school site during the lunch break to ensure that the children do not leave the playground without permission/authorisation.
- Monitoring and challenging any visitors who may enter school premises during the lunch break, in accordance with school guidelines,
- Reporting any incidents of poor behaviour outside to the designated line manager.

Associated Ancillary Duties

- Checking toilet areas regularly to ensure children are not loitering or playing in toilet areas.
- Reporting any damaged facilities or blockages to the appropriate staff.
- Ensuring that any pupils who injure themselves are dealt with appropriately in accordance with the school's agreed procedures.

Child Protection

- To have due regard for safeguarding and promoting the welfare of children in accordance with the school's Child Protection/Safeguarding procedures.
- General/Other Responsibilities
- Any other reasonable duties necessary to ensure the smooth and effective running of our school.
- Undertake relevant and appropriate training during contracted hours.
- The post-holder may have some intimate care tasks, depending on the needs of the children.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.