



## **JOB DESCRIPTION**

<b>Job Title:</b>	Lunchtime Supervisory Assistant
<b>Responsible to:</b>	Head Teacher
<b>Location:</b>	The Rydal Academy
<b>Salary:</b>	Band 1 (scp 3)
<b>Working Weeks:</b>	Term time only (38 weeks per annum)

### **Aims of the Post:**

To supervise and secure the safety and welfare of pupils within the school over the lunch period.

### **Main Responsibilities**

- ◆ To supervise pupils in the dining hall and across the school
- ◆ To assist with food service in the dining hall and ensure that pupils receive their chosen meals
- ◆ To encourage the development of social skills among the pupils, i.e. eating properly, good manners
- ◆ To clean up spillages on tables and floors and clear food trays and cutlery
- ◆ To ensure good order and discipline within the policies of the school
- ◆ To encourage skills of self-discipline, i.e. how to move around the school, socialising with others, by the use of positive rewards etc.
- ◆ To support the behaviour policy of the school by reinforcing acceptable behaviours in non-structured situations
- ◆ To ensure pupils eat in a socially acceptable manner
- ◆ To monitor behaviour in cloakroom (and toilet) areas
- ◆ To monitor movement around the school
- ◆ To assist with first aid, within the scope of the post-holder's training and report all injuries ensuring pupils receive appropriate care and attention when sick or injured
- ◆ To report any problems regarding pupil behaviour to the Assistant Head Teacher
- ◆ To safeguard and promote the welfare of pupils for whom you have responsibility and come into contact with, to include adhering to all specified procedures
- ◆ To take reasonable care of one's own health and safety and that of others and informing relevant staff of any concerns with regard to health and safety.

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- ◆ To adhere to the policies and procedures of the school and Trust and ensure one's individual performance and actions comply with these
- ◆ To be informed about the financial basis of the operation of the school and to assist in seeking ways of deploying and maintaining resources to the maximum benefit of the pupils
- ◆ To supervise the use and care of the School fabric and equipment by the pupils and to ensure their adherence to relevant health and safety regulations

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. The duties should not be considered as exhaustive and may vary or be added to from time to time without changing either the level of responsibility or the financial remuneration associated with this post.

Swift Academies Trust are passionate about safeguarding the welfare of pupils and maximising their life chances. We expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service criminal records check for work with children



**PERSON SPECIFICATION**

**Lunchtime Supervisory Assistant**

**Key**

- A - Application including personal statement
- S - Selection Process including job specific occupational tests
- R - Employment References
- C - Certificates
- D - Enhanced Disclosure and Barring Service Criminal Check

	<b>Qualifications, Education and Training</b>	<b>Essential/ Desirable</b>	<b>Stage Identified</b>
1.	CACHE or equivalent childcare qualification	D	A, C
2.	Current First Aid and Food Hygiene certificates	D	A, C
	<b>Experience &amp; Knowledge</b>		
3.	Previous experience of working with primary age pupils in an educational or recreational environment	D	A, S, R
4.	Knowledge of Health and Safety practices at work relating to Spillages, trips and falls, allergens and intolerances	D	A, S, R
5.	Previous Lunchtime Supervisory Assistant experience	D	A, R
	<b>Skills</b>		
6.	Ability to effectively communicate orally with colleagues and pupils	E	A, S, R
7.	Ability to effectively manage pupils' behaviour using a range of strategies	E	A, S, R
8.	Ability to promote fairness and act as a positive role model to pupils	E	A, S, R
9.	Ability to work both as part of a team and independently	E	A, S, R
10.	Ability to form effective relationships with pupils and maintain appropriate boundaries	E	A, S, R, D

11.	Ability to maintain confidentiality	E	A, S, R
12.	Commitment to safeguarding children and suitability to work with pupils	E	A, S, R, D

Employment references will be requested prior to the selection process and any issues arising from these will be discussed at interview. All appointments are subject to satisfactory references.