



Tanners Brook Primary School

Job Description

Lunchtime Supervisory Assistant

Salary:	Grade B (FTE Salary £18,561 – £18,876) (Actual Annual Salary £2,145 - £2,182)
Hours:	5 hours per week, term time only
Requirements:	A friendly and caring person, who enjoys working with children
More Information:	The successful candidate will be subject to Disclosure and Barring Service checks and other relevant pre-employment checks

Principle Responsibilities

- To be responsible for ensuring the safety, welfare and good conduct of pupils during the lunchtime break
- To promote the school's belief in creating a safe environment for pupils through robust safeguarding practices and maintaining an environment where pupils feel confident to approach any member of staff with a concern

Duties and Responsibilities

The Lunchtime Supervisory Assistant will be responsible for:

- Maintaining order and the safe transfer of pupils to and from the dining area
- Positively interact with the pupils and encourage good behaviour, table manners and hygiene
- Assisting younger pupils where necessary whilst they are taking a meal
- Actively supervising the dining room procedures, including:-
 - carrying of meal to the table
 - assisting with the service at the table
 - clearing and stacking table equipment and serving dishes
 - wiping and re-setting tables if necessary
 - cleaning up food and water spillages on tables and floors
- Administering first aid in the case of a minor accident, acting on the advice of the registered first-aider. Record accidents in the first aid record and report serious accidents to the Headteacher
- Being responsible for organising play activities in the playground or indoors if a wet playtime
- Liaising with the Headteacher and teaching staff in dealing with problems arising from pupil behaviour and any other matters of concern
- Adhering to need for confidentiality at all times

Health, safety, and discipline

- Promoting the safety and wellbeing of pupils, and helping to safeguard pupil wellbeing by following the requirements of Keeping Children Safe in Education and the school's child protection policy
- Maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Communication

- Communicating effectively with pupils and colleagues

Personal conduct

- Maintaining high standards of ethics and behaviour, within and outside school
- Having proper and professional regard for the ethos, policies and practices of the school and the HISP Multi Academy Trust, and maintaining high standards of attendance and punctuality

School Ethos -

- Positively contribute to and to play a full role in school life, to support the ethos of the school and of the HISP Multi Academy Trust, and to encourage all pupils to follow this example

Other

- To undertake all training as is required
- To work co-operatively with others towards shared goals
- To be aware of and to comply with policies and procedures including those relating to child protection and safeguarding, health and safety, and security and confidentiality
- To promote and ensure the health and safety of pupils, staff and visitors at all times
- To report to the Head of School in the case of absence due to illness

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the HISP Multi Academy Trust reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.