

THE HOLLYBROOK SCHOOLS

Job Description

Post Title: Lunchtime Supervisory Assistant

Responsible to: School Business Manager

Purpose of the Job

To ensure the safety, welfare and good conduct of children during lunchtime period

Key Responsibilities

1. To supervise pupils in the dining hall, playground, classroom or other areas of the school as directed
2. To encourage good behaviour and to deal with any problems arising from unruly behaviour or other breaches of the school's disciplinary/behaviour rules, reporting serious issues to senior members of staff;
3. To encourage pupils to eat in a socially acceptable manner and to behave sensibly and quietly in the dining area
4. To assist with ancillary duties such as clearing up spillages and ensuring that tables are clean and clear;
5. To encourage children to play and/or interact with each other safely and sociably.
6. To report all sick or injured pupils to the medical room, ensure that the accident book is completed and (if trained) to administer basic first aid as required.

Supporting the school

- To support the aims, values and policies of the school and participate in a team approach to all aspects of school life.
- To attend and contribute to regular staff meetings and in service training, and identify areas of personal practice and experience to develop.
- To be aware of safeguarding and confidential issues linked to home/child/teacher/school work and to keep confidences appropriately.

Other Duties

The postholder may be expected to carry out any other duties which may reasonably be allocated by the Headteacher after consultation with the postholder.