



WEST PARK ACADEMY

<u>POST TITLE :</u>	Lunchtime Supervisory Assistant
<u>GRADE :</u>	Band 1 (SCP 3)
<u>REPORTING RELATIONSHIP:</u>	Reporting to the Senior Supervisory Assistant
<u>JOB PURPOSE :</u>	Assist with the care and welfare of pupils within the school over the lunch period including the patrol of the school both inside and out in line with the school policy

MAIN DUTIES/RESPONSIBILITIES

As a Supervisory Assistant, you may undertake any or all of the following duties and responsibilities.

- Communicate effectively with all Lunchtime Supervisory Assistants
- Promote professional relationships between Lunchtime Supervisory Assistants whilst engaged in role
- Escort pupils to and from the dining area, as necessary
- Ensure that pupils are in the dining hall at the correct time
- Check to see that all the pupils return to the classroom when appropriate
- Help younger pupils at the servery counter with the proper use of cutlery, and help them cut up their food when necessary
- Assist pupils with the return of used plates, trays, cutlery and beakers, and with the cleaning of tables when lunch is finished
- Supervise pupils eating food brought from home, and ensure that all packed-lunch equipment is cleared away after use
- Report to the Senior Supervisory Assistant any child whose diet may give rise for concern
- Take charge of groups of children in the playground or the classroom, depending on the weather
- Devise and initiate constructive play opportunities for children when required
- Supporting and leading pupils during the lunch break to participate in organised games
- Ensure that children remain within a safe environment, and that they play safely
- Help children acquire social skills
- Set suitable behaviour standards in line with school policy

- Support pupils resolve disagreement in line with the school code of conduct and expectations of behaviour
- Report to the Senior Supervisory Assistant any acts that constitute serious infringements of school rules
- Have an awareness of the school's policy on Child Protection
- Administer first aid if required and recording accidents or injury
- Report any injuries to the relevant class teacher at the end of the lunch break
- Attend to any pupil who becomes ill during the midday break, and again seek appropriate assistance
- Liaise effectively and professionally with staff, teachers and parents, as required
- Attend training, as required
- Carry out any other reasonable instructions given by the Principal
- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- The post holder must carry out his/her duties with full regard to the Academy's Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner
- To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others
- Any other duties of a similar nature related to the post, which may be required from time to time.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY POLICIES, INCLUDING THE NO SMOKING POLICY.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE ACADEMY



WEST PARK ACADEMY **LUNCHTIME SUPERVISORY ASSISTANT**

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Experience & Knowledge	E1			D2	Previous Supervisory Assistant experience	AF, R, I
				D3	Knowledge of Health and Safety practices at work relating to spillages, trips and falls	AF, R, I
Skills	E2	Ability to effectively communicate orally with colleagues and children	I, R			
	E3	Ability to deal with a range of people including parents, children and colleagues	AF/I/R			
Special Requirements	E4	Motivation to work with children	AF/I/R/D			
	E5	Ability to form and maintain appropriate relationships and personal boundaries with children	AF/I/R/D			
	E6	Emotional resilience in working with children with challenging behaviours	AF/I/R/D			
	E7	Ability to maintain discipline and exercise authority within the appropriate setting	AF/I/R/D			
	E8	Suitability to work with children	AF/I/R/D			

Key – Stage identified			Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references
AF	Application Form		
C	Certificates		
T	Tests		
P	Presentation		
I	Interview		
R	References		