

JOB DESCRIPTION

JOB TITLE	LUNCHTIME SUPERVISORY ASSISTANT
LOCATION	LYNNFIELD PRIMARY SCHOOL
DIVISION	CHILD & ADULT SERVICES
RESPONSIBLE TO	ASSISTANT HEAD

Purpose of Post

To work as part of a team supervising the children throughout the whole of the lunchtime break, assisting in the promotion of good behaviour management and taking an active role in leading and supporting children's play and activities. As part of the whole school ethos the post holder is expected to be pro-active in the vision and aims of Lynnfield Primary School.

Main Duties and Responsibilities

Under the guidance and direction of teaching staff and/or supervisors;

- Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the break times, having regard to special or additional needs.
- Report incidents in line with school policy.
- As directed by teaching staff and/or supervisors, follow laid down rotas within the team
- Provide information as necessary to other school staff
- Encourage pupils to follow and adhere to school behavioural codes and expectations of cleanliness and tidiness
- Assist with first aid and welfare issues, looking after sick pupils as requested
- Undertake duties in indoor and outdoor environments
- Complete appropriate documentation as required
- Assist in the supervision of other activities during the midday break, including setting out and storing equipment
- Clean up spillages of food or liquid during meal service
- Wipe down tables and clean dining areas between meals

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety. 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.

Employee signature: Date: