



Job Description - Lunchtime Supervisory Assistant

Job Description	Lunchtime Supervisor Grade 1
Job Title	Lunchtime Supervisory Assistant
Role	<ul style="list-style-type: none"> To supervise pupils during our midday break, ensuring that children are kept safe at all times. To organise and implement games and activities to encourage enjoyment at lunchtime To support pupils in developing good table manners.
Responsible to	Head Teacher
Duties	<p>The Lunchtime Supervisor will:</p> <ul style="list-style-type: none"> Assist pupils during the meal service, clearing up any spillages promptly. Report to class teachers any pupil whose diet may give rise for concern. Supervise children outdoors and indoors during wet playtime. Organise and implement outside games and activities to encourage enjoyment at lunchtime. Ensure that pupils remain within a safe environment and that they play safely. Help pupils acquire social skills. Be a positive role model to the pupils in their care through dress, speech and attitude. Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents. Liaise with other staff as required in a professional manner. Attend training as required.
Health and Safety	<ul style="list-style-type: none"> Comply with the requirements of the Health and Safety at Work Regulations Take reasonable care for the Health and Safety of yourself and others Co-operate with the school in ensuring that Health and Safety responsibilities are carried out

The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.

Signed: Post Holder Date:

Signed: Head Teacher Date:

The work of schools changes and develops continuously, which in turn requires staff to adapt and adjust. Whilst the main duties and responsibilities of the post are set out above, the job description is not limited to the above tasks and each individual task to be undertaken has not been identified. The duties and responsibilities above should not therefore be regarded as binding and may change. Any major changes will involve discussion and consultation with you.