



## **BISHOP CHADWICK CATHOLIC EDUCATION TRUST**

### **JOB DESCRIPTION**

**POST TITLE:** Lunchtime Supervisory Assistant  
**GRADE:** Grade 1  
**RESPONSIBLE TO:** Headteacher

#### **Purpose of Job:**

1. Supervise all children at lunchtime.

#### **Principle Responsibilities:**

2. To supervise pupils during our midday break, ensuring that children are kept safe at all times.
3. To organise and implement games and activities to encourage enjoyment at lunchtime.
4. To support pupils in developing good table manners.

#### **Main Duties:**

5. Assist pupils during the meal service, clearing up any spillages promptly.
6. Report to class teachers any pupil whose diet may give rise for concern.
7. Supervise children outdoors and indoors if wet playtime.
8. Organise and implement outside games and activities to encourage activity at lunchtime.
9. Ensure that pupils remain within a safe environment and that they play safely.
10. Help pupils acquire social skills.
11. Be a positive role model to the pupils in their care through dress, speech and attitude.
12. Assist children who may need medical attention by following school policy, reporting incidents and accidents to class teacher.
13. Liaise with other staff as required in a professional manner.
14. Attend training as required.
15. Comply with the requirements of the Health and Safety at Work Regulations
16. Take reasonable care for the Health and Safety of yourself and others

The Postholder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.

The Postholder must act in compliance with data protection principles in respecting the privacy of personal information held by the School/Council.

The Postholder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of School/Council records and information.

The Postholder must carry out his or her duties with full regard to the School's/Council's Equal Opportunities Policy, Code of Conduct, and all other School/Council Policies.

The Postholder must comply with the School/Council's Health and Safety rules and regulations and with Health and Safety legislation.