



Job Description and Person Specification

Post Title	Lunchtime Supervisory Assistant
Actual Salary	£1,864 per annum (£15,014 fte)
Purpose:	To supervise pupils during the lunchtime period and ensure that any pupil problems are resolved or referred to an appropriate level of management.
Reporting to:	Head teacher
Working Time:	5 hours 25 minutes per week / 39 weeks per year (term time)

Specific Areas of Responsibility

Supervision of eating activities	<ul style="list-style-type: none"> Direction and monitoring of food intake Assisting pupils with food consumption (ie cutting food for children) Aiding children opening cartons/pots of food Cleaning spillage and surfaces Supervising disposal of foodstuffs
Pupil supervision	<ul style="list-style-type: none"> Supervision of pupils, including movement around the school premises, in the playground and in classroom during playtimes and intervening, where appropriate, in managing pupil behaviour in order to maintain good order and to ensure pupils health, safety & welfare Promotion of 'positive play' ensuring productive lunch time activities for pupils Ensuring pupil hygiene – washing hands and toileting, cleaning pupils when dirty/soiled and arranging a change of clothes Basic first aid (grazes etc) and recording of accidents, maintaining appropriate records Reporting any significant behavioural incidents over the lunch time period and referring significant behaviour issues to senior school managers Ensuring confidentiality of dealings in school (eg ensure child behaviour is not discussed with parents outside of the school) Supporting pupils, where necessary undertaking basic skills, eg doing up coats, buttons, shoes etc
SAFETY	<ul style="list-style-type: none"> To maintain vigilant supervision to ensure the safety of pupils at all times To comply with the school's Health and Safety procedures at all times To assist in ensuring safety and welfare of all pupils To ensure that all equipment is stored cleanly, safely and securely when not in use.

Working Conditions – environmental and physical factors

<ul style="list-style-type: none"> Outdoor role; Precipitation creates difficult conditions to observe pupils, also increased risk of injuries/ accidents outside and inside the school as surfaces become wet. Physical restraint of pupils – danger of injury to both parties – need for awareness of schools policy. May be faced with confrontational and difficult pupils but would have training and support to deal with these. In special schools, may be expected to feed pupils and to undertake training in lifting and manual handling and the use of communication systems to support pupils. Role requires attendance at the school during the middle of the school day. Expected to maintain behaviour management standards of pupils, in line with school policy, some of whom can be especially challenging and difficult, and deal with racial and/or abusive language and bullying

Generic Responsibilities

- To act as a positive role model
- To participate in school initiatives where every person is expected to contribute to learners progress
- To participate in the GFM's professional learning programme as agreed
- To contribute to the GFM's procedures for a self-evaluation process
- To be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- To play a full part in the life of the GFM Community, supporting its distinctive mission and ethos, and encouraging and ensuring staff, pupils and students adhere to school expectations.

Mobility Clause

As an employee of the GFM you may be required to work some of your contracted hours at other schools within the Trust, subject to the needs of the role. For administrative purposes, including payment of travel expenses to establishments within the GFM, your work base will be Gomer Junior School.

Flexibility Statement

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

Post Holder *Print Name* _____

Signature _____

Dated _____

GFM Education is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.

Person Specification Lunchtime Supervisory Assistant	<i>Essential/Desirable</i>
Excellent communication and interpersonal skills	<i>E</i>
Ability to work in a team and individually	<i>E</i>
Ability to deal with any confrontational situations appropriately	<i>D</i>
Good verbal communication skills and be able to relate well to school staff, parents, pupils and others	<i>E</i>
Ability to maintain confidentiality in dealings with pupils	<i>E</i>
Demonstrates an understanding and awareness of child behaviour	<i>D</i>

Team-player, personable, approachable, emotionally intelligent with a sense of humour

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