**JOB DESCRIPTION**

**Job Title: Lunch time** Supervisory Assistant

**Academy:** Morley Newlands Academy

Grade/Salary: A1

**Responsible to:** Lunchtime Supervisor

## Role:

To actively supervise pupils in the dining room and throughout the school premises during the lunchtime period as required.

**Main Duties**

1. Supporting pupils while they eat their lunch, ensuring tables are clean and water is available. Set up and clear away the lunchtime area before and after the lunchtime period including emptying bins, clearing plates and sweeping floor.
2. Ensure standards for healthy eating and table manners are maintained.
3. Report accidents to the Midday Supervisor and complete accident form if necessary.
4. Ensure that the Academy Positive Discipline policy is implemented.
5. Support the work of other Supervisory Assistants.
6. Support induction and training of new staff as required by the Midday Supervisor.
7. Respond to duty delegation as required by the Midday Supervisor.
8. Support suitable lunchtime activities as required.
9. Record inappropriate pupil behaviour and convey serious incidents to the Midday Supervisor and or teacher on duty.
10. Maintain checks throughout the lunch break to ensure pupils are safe.
11. Follow advice given by Midday Supervisor on action to be taken in cases of inclement weather.

# PERSON SPECIFICATION

**Job Title: Supervisory Assistant**

**Academy: Morley Newlands Academy**

## Pay Range: A1

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| **Essential Criteria** | **How Identified** | **Desirable Criteria** | How identified |
| **SKILLS**  Ability to relate well to children and adults  Ability to work constructively as part of a team  Ability to maintain a safe, calm and happy approach | Application form and selection process  Application form and selection process  Application form and selection process |  |  |
| **KNOWLEDGE & UNDERSTANDING**  Working with or caring for children of relevant age  Basic childcare and health and safety knowledge | Application form and selection process  Application form and selection process | Appropriate knowledge of first aid | Application form |
| **QUALIFICATIONS/**  **TRAINING**  Willingness to participate in development and training opportunities | Application form and selection process |  |  |