

## JOB DESCRIPTION

Job Title: Lunchtime Supervisory Assistant

Grade: Band 3 SCP4

Location: St Oswald's Catholic Primary School, South Shields, NE34 8NS

### **Purpose of Job:**

- To assist with monitoring pupils during lunchtime, both within the dining hall and on the outdoor yards/in classrooms during wet play.
- To ensure the happiness, well-being and safety of pupils at lunchtime, in line with the schools' policies and procedures

### **Principle Responsibilities**

- Offer care and support throughout lunchtime
- Work as a team member under the direction of the Headteacher
- Be responsible for the well-being and social interaction of pupils during lunchtime
- Assist in the domestic care and welfare of pupils during lunchtime
- Promote good order and high standards of behaviour
- Demonstrate flexibility in relation to covering different areas within school, e.g. dining hall, outdoor yards or indoor wet play.
- Engage the children in games and activities, actively contributing to a happy, safe and supportive play environment
- Perform basic first aid to pupils (once training has been given)
- Report any accidents and incidents that occur during lunchtime to senior staff in line with the school's policies and procedures
- Be watchful of any potentially hazard situations i.e. slippery floors etc. and report any concerns
- Ensure that the outside and inside areas are left tidy for the afternoon session

### **General Requirements**

- Being an effective role model for the standards of behaviour expected of pupils
- To be conscientious to the aims and objectives of the school
- To have regard at all times of the Catholic character of the school
- Have due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and other policies of the school
- Attending and participating in training and development courses as required
- Attending meetings, liaising and communicating with colleagues in the school

## **Professional Values and Practices**

- Having high expectations of all pupils
- Treating pupils consistently with respect and consideration, being committed to the school's principles of equality and diversity, and respecting pupils' social, cultural, linguistic, religious and ethnic backgrounds
- Using behaviour management strategies in line with the school's policy and procedures to contribute to a purposeful, safe and happy play environment
- Building and maintaining successful relationships with pupils, parents/carers and staff
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues
- Reflecting upon and continually seeking to improve personal practice