

JOB DESCRIPTION

‘Oulton Primary School is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment.’

Job Title: Lunchtime Supervisory Assistant

School: Oulton Primary School

Pay Range: A1 (lunchtime supervision 5 hours per week, term time only)

Responsible to: Head teacher

Responsible for: N/A

Role:

To actively supervise the pupils in the dining room, playground and throughout the school premises during the lunchtime period; to ensure the safety, welfare, happiness of all pupils during the school lunch break. There will be 1:1 support for a KS1 child as part of the role.

Main Duties

1. Supporting pupils while they eat their lunch, cutting up food for pupils and making sure tables are clean and that water is available
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 school discipline policies are 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. **Lead the children in the establishment of suitable playground games/activities**
9. **Record inappropriate pupil behaviour and convey serious incidents to the Midday Supervisor and or teacher**
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**
12. **Be part of the school’s Performance Management and Continuous Professional Development system (ie be prepared to attend training)**

EMPLOYEE SPECIFICATION

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School: Oulton Primary School

Pay Range: A1

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, references and selection process		
KNOWLEDGE & UNDERSTANDING Working with or caring for children of relevant age Basic childcare and health and safety knowledge	Application form , references and selection process Certificates	Appropriate knowledge of first aid	Application form, certificates, references, interview
QUALIFICATIONS/ TRAINING Participate in development and training opportunities	Application form and selection process		
OTHER CONDITIONS	Enhanced DBS No smoking policy		

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Please read the attached School Job description very carefully. Please apply **ONLY** on the attached School Application Form. You must complete every part of the form fully, showing a consistent, successful employment record, with any breaks accounted for on the application. Please provide email contact details for referees.