

Fallings Park Primary Job Description

POST TITLE	Lunchtime Supervisory Assistant (Reception)
Scale	Grade 2 Point 1
Hours	Term time Monday to Friday Start time: 11:55am Finish time: 1:05pm 1 hour 10 mins Probation Period of 6 weeks

Reports to:

Head Teacher and in the first instance the Lunchtime Supervisor

Responsible for: Supervision of the children at lunchtime and to lead activities as directed.

Main Purpose:

Be responsible for liaising with staff to promote positive attitudes and behaviour of children.

Work with a team of committed lunchtime supervisors and ensure the smooth running of the lunch hour.

Playground supervision, the supervision of play and dining room supervision are on a rota basis.

Feedback to teachers regarding any lunchtime issues

Share creative ideas about further improvements at lunchtime.

Above all, ensure the safety of the pupils.

Examples

Playground – encourage and organise positive play

Corridors – ensure pupils move quietly and sensibly around school

Dining Room – encourage good table manners, ensuring safe surfaces by wiping spillages etc

Accidents – record all accidents. Deal with minor first aid and report to designated first aid trained staff when required.

Special Conditions:

Supervisory assistants are asked to wear the T-Shirts provided.

Supervisory assistants are required to attend training. Staff are paid for training sessions. These sessions may be in the school holidays.

Applicants must be over 18. Post subject to a probationary period. Start date will be subject to satisfactory references and enhanced clearance checks.

Name: _____

Signed: _____ Date: _____

Signed Head Teacher: _____ Date: _____

This post is subject to a criminal record check from the Criminal Records Bureau.

Lunchtime Supervisory Assistant: Person Specification

Person Specification	Essential	Desirable
Qualifications		NVQ qualification or equivalent. We will actively support your professional development within a school setting. First Aid training.
Experience		Previous experience of working with children/young people.
Skills	Working with a team The ability to maintain high standards of behaviour of children.	
Personal Qualities	Be a positive role model to pupils. To be friendly and approachable to children.	