

LUNCH TIME SUPERVISORY ASSISTANT

NON SPECIAL SCHOOL (GRADE A)

LEVEL 1 To work under the direct instruction of The Head Teacher and Senior Supervisory Assistant, to supervise pupils during the lunchtime period and ensure that problems are resolved or referred to appropriate level.

RESPONSIBILITIES

- Ensure that pupils wash their hands before they eat
- Escort pupils from and to the diner area, as necessary
- Ensure that pupils having a school lunch are in the dining hall at the correct time
- Help younger pupils at the serving counter with the proper use of cutlery, and help them cut up their food when necessary
- Assist pupils with the return of used plates, trays, cutlery and beakers, and with the cleaning of tables when lunch is finished
- Supervise pupils eating food brought from home, and ensure that all packed-lunch equipment is cleared away after use
- Report to the senior midday supervisor any child whose diet may give rise for concern
- Take charge of groups of children in the playground or the classroom, depending on the weather
- Devise and initiate constructive play opportunities for children when required
- Ensure that children remain within safe environment, and that they play safely
- Set suitable behaviour standards in line with school policy
- Help children acquire social skills
- Attend to minor accidents sustained during the midday break, and seek appropriate assistance if necessary
- Attend to any pupil who becomes ill during the midday break, and again seek appropriate assistance
- Report to the senior midday supervisor any acts that constitute serious infringements of school rules
- Work under the direction of the teaching staff
- Liaise effectively and professionally with staff; teachers and parents, as required
- Attend training, as required
- To carry out other duties reasonably deemed to be within the responsibility of the post as requested by the Head Teacher.

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Person Specification: Midday Supervisor

	Essential	Desirable
Qualifications	None required	Current First Aid qualification
Experience	The Midday Supervisor should have experience of: supervising children as a parent or carer.	In addition, the Midday Supervisor might have experience of: working with groups of children on a voluntary or paid basis.
Knowledge and understanding	The Midday Supervisor should have knowledge and understanding of: managing the behaviour of groups of children.	In addition, the Midday Supervisor might also have knowledge and understanding of: child development and social interaction; the value of constructive play opportunities.
Skills	The Midday Supervisor will be able to: work as part of a group and individually; inspire trust and confidence in children; encourage high standards of pupil behaviour at all times; liaise with parents in a professional manner; observe	In addition, the Midday Supervisor might also be able to: communicate effectively (both orally and in writing) to an appropriate standard; recognise behaviour giving cause for concern, and inform teaching staff;

	<p>the boundaries of the role, and respect confidential information;</p> <p>initiate games and activities appropriate to the age of the children;</p> <p>relate to children on their level;</p> <p>remain calm in a crisis.</p>	<p>teach play activities to other Midday Supervisors;</p> <p>examine systems critically, and suggest ways of improving efficiency.</p>
Personal characteristics	<p>Calm under pressure</p> <p>Empathetic</p> <p>Well-organised</p> <p>Able to communicate well with staff and children.</p> <p>Creative</p> <p>Resourceful</p> <p>Tolerant</p>	