JOB EVALUATION CODE: CYSH006

CORNWALL COUNCIL

School Based

JOB DESCRIPTION

Department:	School Name
Job title:	Lunchtime Supervisory Assistant
Grade:	B
Responsible to:	Teaching staff (Senior Lunchtime Supervisory Assistant)
Direct supervisory responsibility for:	None
Indirect supervisory responsibility for:	None
Important functional relationships:	Internal: Headteacher, Teachers, Support Staff, Pupils, Catering Service Staff. External: Parents, LEA officers and advisers, School Governors, visitors to the school.

Main Purpose of Job:
To assist and supervise individuals and groups of pupils during the lunch break, encouraging responsible and appropriate behaviour, activities and play ensuring the safety of pupils.

Main Duties and Responsibilities

1. To supervise children during the lunch period in accordance with the School's pupil management, discipline, behaviour and bullying policies. To complete the necessary records with regard to any incidents relating to such policies, in accordance with the policies.

2. To interact positively with children to encourage them to engage in meaningful and constructive activities, and to deal with emergencies that may occur.

3. To assist children in preparing for meals including hand-washing, helping children with the correct use of cutlery, promoting good table manners and encouraging children to eat a variety of foods.

4. To remain aware of children's food allergies, intolerances or other special dietary requirements and ensure such foods are avoided for the children concerned, with particular vigilance for children sharing packed lunches.

5. To organise approved group activities and games for children as authorised by a member of the teaching staff, so as to enhance the development of children's learning and social integration. To remain aware of children with special

educational needs and liaise with the appropriate SEN Assistant to ensure play activities are appropriate and safe for all children.

6. To arrange appropriate indoor activities are made available to children during wet lunchtime break periods which ensure appropriate and safe behaviour of children during these periods.

7. To deal with emergencies that may occur in accordance with the school's procedures, and inform a member of the teaching staff/Headteacher in the event of an emergency. To ensure all sickness/accidents are recorded in accordance with the schools procedures.

8. To administer minor first aid (as trained) and assist with sick children where necessary. To comply with the School's First Aid policies and procedures.

9. To report back to the appropriate Teacher any issues relating to children's progress, achievements, behaviour or problems which may become apparent.

10. To undertake all duties and responsibilities with due regard to the School's Security Policy and, in particular, remain aware of intruders entering the school grounds.

11. To be aware of the School's child protection policy/procedures and report any concerns observed during the course of duty in accordance with such procedures.

12. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. County Council (Equal Opportunities Policy/Code of Conduct) and national legislation (Health and Safety, Data Protection).

13. To maintain confidentiality of information acquired in the course of undertaking duties for the School.

14. To be responsible for your own continuing self-development, undertaking training as appropriate.

15. To undertake other duties appropriate to the grading of the post as required.

Prepared by: Cornwall Council

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PERSON SPECIFICATION

Job Title: Lunchtime Supervisory Assistant

Department / School: School-based.

Person specification prepared by: Education Personnel, Cornwall Council

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Relevant Experience	Previous experience of working with children/young people.	Previous experience of working with children within a school environment or similar.	Application form/ interview.
Education & Training	Attainment of level 1 standard of education, or be able to demonstrate an equivalent level of knowledge through practical relevant experience.	Level 2 qualifications (NVQ, GNVE or GCSE) to include English & Maths. Basic First Aid Certificate.	Application form.
Special Knowledge & Skills	Good communication skills. Ability to prioritise between different demands. An interest in children and education.		Interview.
Any Additional Factors	Flexible, self-motivated & enthusiastic. Patient and friendly approach. Acceptance of different attitudes. A willingness to work with children. Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.		Interview.