**St James’ CEC Primary School, Emsworth**

**Lunchtime Supervisory Assistant ~ Job Description**

**Title: Lunchtime Supervisory Assistant**

**Reporting To: Senior Lunchtime Supervisor**

**Hours: 5 hours per week, Monday to Friday 12:00 –13:00**

**Job Purpose**

To oversee the care, safety, welfare and supervision of children during the lunch break, in the playground, dining hall and other areas, ensuring that the whole lunchtime experience is as positive as possible for the children.

**Main Duties**

* To interact positively and establish good relationships with all children and colleagues as necessary.
* To supervise children in the dining hall and playground including the toilets, so they remain safe and well behaved.
* To ensure that lunchtime provision is orderly and calm in the playground and in the dining hall.
* To promote and support a whole school approach to inclusive play that embraces the Values at St James’ School.
* At all times to work within the school’s policies with regard to: Behaviour Management/Equal Opportunities/Safeguarding/Health & Safety/Anti-Bullying/Confidentiality.

**Dinner Hall**

* Escort pupils to and from the school hall, as necessary.
* Ensure that pupils are in the dining hall at the correct time.
* Help younger pupils at the servery counter and with the proper use of cutlery, and help them cut up their food when necessary.
* Assist pupils with the return of used trays and cutlery.
* Cleaning and putting away tables and chairs as well as sweeping the floor once the children have finished eating.
* To report any serious concerns regarding children’s welfare or behaviour to the Senior Midday Meals Supervisor, as and when they arise.

**Playground:**

* Work as part of a team to initiate and develop a range of inclusive and stimulating indoor and outdoor play opportunities (including in wet weather) for all children and to participate in the delivery of these play opportunities as required.
* Ensure provision of a safe play environment in which children are able to play freely.
* Allow children the freedom to play whilst supporting them through any difficulties they may experience in playtime.
* Attend to minor accidents and administer first aid – seeking appropriate assistance when necessary.
* To liaise with the Senior Midday Meals Supervisor regarding any concerns about individual children at the end of each session if necessary.
* To ensure that children are adequately dressed for the weather conditions.
* To ensure that, when classrooms are used during break time they are left tidy and ready for lessons.
* To check toilet areas regularly to ensure that they are clean and being used appropriately.
* Ensure with other team members that a good, changing and varied supply of play materials and equipment are sourced, maintained and stored. Report any worn, missing or damaged materials to the Senior Midday Meals Supervisor.

**Additional Responsibilities:**

* To carry out any other duties relevant to the supervision of children at lunch time, as requested by the Head Teacher, in accordance with the LA conditions of service.
* To participate in any appraisal arrangement made by the school.
* To attend and participate in regular training or meetings as required.
* The post holder will be subject to an Enhanced DBS check on appointment and every three years thereafter.

**Equality Opportunity**

The post holder will be expected to undertake all duties in the context of and in compliance with the school’s and council’s equal opportunities policies.

**Safeguarding Children**

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an Enhanced DBS clearance.

**Qualifications and Experience**

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| Person Specification for Lunchtime Supervisor | | |
|  | Essential | Desirable |
| Experience | * Experience of working with children (paid or unpaid) | * Experience of lunchtime supervisory role |
| Knowledge | * Knowledge of basic first aid / health & safety * Understanding of child protection / safeguarding issues * Understanding of work roles and boundaries, including maintaining confidentiality |  |
| Qualifications or Training | * Basic literacy skills | * First aid qualification * Be prepared to undertake training |
| Abilities / skills | * Effective communication skills / able to make good relationships with both adults and children * Be able to establish firm and consistent boundaries in relationship to children’s behaviour * Common sense |  |
| Personal Qualities & Attributes | * Reliability * Good time keeping * Good relationships with children * Able to work as part of a team * Be flexible and adaptable and able to act on initiative * Maintain confidentiality * Able to cope with the physical demands of the job including: * to lift and handle tables and chairs * Work inside or outside in all weathers | * Sense of humour * Flexibility to attend LSA meetings (no more than once a half term) and training |