The Crescent Primary School

JOB DESCRIPTION

Title: Supervisory Assistant

Responsible to: Headteacher/Senior Supervisory Assistant/Senior Leaders

Purpose of the Job: To supervise pupils during the lunchtime period
To ensure pupils are safe and well cared for
To ensure pupils are happy and stimulated

Duties and Responsibilities

Supervision of eating activities:
- Ensure all pupils eat at lunchtime
- Ensure all pupils eat a sufficient amount of food
- Assist pupils with food consumption (e.g cutting food, pouring water, encouraging eating)
- Assist pupils with opening food packets/drinks
- Cleaning spillages and surfaces
- Supervising disposal of foodstuffs

Supporting the Pupils:
- Ensure pupils are moving around the school premises safely (e.g walking in the hall, no shouting)
- Promote a calm atmosphere
- Managing pupil behaviour in line with the behaviour policy
- Encourage pupils to play with their peers.
- Be alert for pupils on their own, upset, having friendhip issue and ensure issues/concerns are acted on
- Ensure pupils health, safety and welfare are paramount
- Promote 'positive play' ensuring there are productive lunchtime activities for all pupils.
- Ensure good pupil hygiene e.g washing hands before eating, toileting, cleaning pupils when dirty/soiled and arranging a change of clothes
- Carry out basic first aid (grazes etc) and record any accidents in line with school policy/procedure
- Ensure any injuries to a pupils head/face are repoted to the Welfare Assistant (located in the main school office)
- Ensure confidentiality of anything you see/hear within school (e.g child behaviour is not discussed outside of school)
- Support pupils with undertaking basic skills e.g doing up coats, shoe laces etc

Supporting the School
- Ensure any incidents are passed over to the class teacher/appropriate adult at the end of lunchtime
- Be aware of and follow the school's procedures e.g safeguarding, confidentiality, behaviour
- Be flexible and adaptable,
- Attend meetings where necessary
- Be prepared to develop your own skills and abilities through appropriate INSET