



Job Description

Job Title: Lunchtime Supervisory Assistant

Salary Range: £8.91 per hour (Term Time Only)
11 hours 15 minutes per week

Line Manager: Mr J Exley, Assistant Head/Pastoral Lead

General Responsibilities

The post holder will be responsible for the supervision of pupils during lunchtimes. They will be required to ensure that all Health and Safety protocols are adhered to.

Duties

The duties of the post are numerous and whilst the following list is not meant to be totally comprehensive it can be used as a guide to the nature and role of the post within the school.

1. To work as a team member under the direction of the Assistant Head/Pastoral Lead.
2. To assist in the management of pupils during lunchtime, promoting good order and high standards of behaviour.
3. To undertake the provision of First Aid to pupils to the level at which appropriate training has been provided.
4. Demonstrating flexibility in relation to covering different areas within the school.
5. Reporting and documenting any accidents and incidents that occur during lunch time in line with school procedures and policies.
6. Attending and participating in training and development courses as required.
7. Attending meetings, liaising and communicating with colleagues in school.
8. To carry out any other duties not specified above but which are within the purview and general nature of the post.

This job description is subject to regular review which can be initiated by either the postholder or the Headteacher and which in any case will be reviewed annually.



Person Specification for the post of Lunchtime Supervisory Assistant

The Lunchtime Supervisory Assistant should have:

1) Aptitude and Skills:

	Method of Assessment
1) Good communication skills	Application and interview

2) Personal Qualities to include:

	Method of Assessment
1) to be able to contribute to the Christian ethos in the Academy 2) ability to interact positively with pupils and staff 3) to be reliable and conscientious 4) a desire and ability to learn new skills 5) perseverance 6) be a team player 7) a flexible approach to work [some out of hours work may be necessary] 8) a sense of humour	Application and Interview