

St Luke's Halsall CE Primary School

MIDDAY SUPERVISORY ASSISTANT

JOB DESCRIPTION & PERSON SPECIFICATION

Responsible to: Headteacher/Deputy Headteacher

Job Purpose: As part of a team, to ensure the safety, welfare and good behaviour of all pupils during lunchtime break and to assist them in maintaining good practices in line with School Policies.

Hours: 1 hour - 12:30pm to 1:30pm

Principal accountabilities

Supervision and control of pupils in the dining hall including:

- Organising dinner queues and entrance of pupils into the dining hall and from the dining hall to the playground, ensuring good behaviour and a calm atmosphere.
- Dealing with behaviour issues that may occur by intervention or calling for assistance, reporting incidents to the Headteacher/Classroom Teacher/Office Manager according to the severity of the incident.
- Encouraging pupils to eat, including those with packed lunches.
- Assisting pupils with cutting up food, pouring liquids etc. where necessary.
- Encouraging social skills and good table manners, ensuring safety with knives and forks.
- Ensuring pupils tidy/clear up in a satisfactory manner.
- Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff.
- Ensuring tables are left clean and wiped down after the sitting.
- Dealing with body spillages in the dining hall, ensuring that the pupil is cleaned up and goes to the school office if appropriate.
- Sharing responsibility with other midday supervisors and/or teacher for the maintenance of order and discipline in the dining hall area.
- To work co-operatively with kitchen staff assisting where necessary.

Supervision and control of pupils on the playground and about other school premises and grounds including:

- Where appropriate, collecting pupils from classrooms if going straight onto the playground, ensuring they are adequately dressed for the weather conditions.
- Supervision and control ensuring that pupils do not leave the playground without permission/authorisation.
- Direction of pupils to the playground and supervision of their activities and behaviour, ensuring their safety and well being, providing emotional support where necessary.
- Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc and occasionally participating in games.

- Discouraging any dangerous activities. Dealing with unacceptable or challenging behaviour. Reporting incidents to the Headteacher/Teacher/Office manager depending on severity.
- Supervision and control of pupils during 'wet play'. Occupying pupils in various games and activities in their classroom.

Associated ancillary duties including:

- Checking toilet areas for signs of misuse, blockage of toilets/sinks and to ensure pupils are not loitering or playing in toilet areas.
- Reporting any damage or blockages to the school office.
- To deal with minor accidents referring pupils involved, if necessary, to a First Aider and completing an incident form and bumped head letter as appropriate via the school office.
- Relay information to teachers regarding accident/incidents that have occurred during the lunch break.
- Take part in any associated training recommended/provided.

Person Specification

Personal Attributes required	Essential (E) or Desirable (D)	Method of Assessment
Qualifications/Training relevant to the post.	(D)	Application form
Experience of working with children in a school setting.	(D)	Application form and interview
Skills/Knowledge/Aptitude	(E)	Application form and interview
Special Requirements; Satisfactory disclosure via DBS.	(E)	After interview