



Job Profile

Job Title and Grade	
Supervisory Assistant Band 3	JOB ID; LUNCHTIME3
Purpose of the role	
To work as part of a team monitoring pupil behaviour during break times	
Responsibilities	
Under the guidance and direction of teaching staff and/or supervisors;	
<ul style="list-style-type: none">• Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the lunch time break, having regard to special or additional needs.• Report incidents in line with school policy.• As directed by teaching staff and/or supervisors, follow laid down rotas within the team• Provide information as necessary to other school staff• Encourage pupils to follow and adhere to school behavioural codes and expectations of cleanliness and tidiness• Assist with first aid and welfare issues, looking after sick pupils as requested• Undertake duties in indoor and outdoor environments• Complete appropriate documentation as required• Assist in the supervision of other activities during the midday break, including setting out and storing equipment• Clean up spillages of food or liquid during meal service• Wipe down tables and clean dining areas between meals• Undertake similar work at other times, such as before and after school.	
Indicative Knowledge, Skills, Experience	
<ul style="list-style-type: none">• Experience of working in a school environment.• Knowledge of school procedures for the supervision of midday meals service and lunchtime activities	
School Ethos	
<ul style="list-style-type: none">• Be aware of and support difference and ensure equal opportunities for all.• Contribute to the overall ethos/work/aims of the school.• Develop constructive relationships and communicate with other agencies/professionals where appropriate to the role.• Share expertise and skills with others.• Participate in training and other learning activities and performance development as required.• Recognise own strengths and areas of expertise and use these to advise and support others.• Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.• Within a responsibility of a duty of care, comply with all policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.• Be an effective role model for pupils by demonstrating and promoting the positive values, attitudes and behaviour expected from pupils.	