

Harrison Primary School **Job Description**

Post title: Midday Supervisory Assistant
Responsible to: Senior Lunchtime Supervisor
Senior Management
Headteacher

Duties and responsibilities:

To supervise pupils during the lunchtime period, and ensure that any problems are resolved or referred to an appropriate level of management.

Accountability

1. Supervise eating activities
 - Direction and monitoring food intake.
 - Assisting pupils with food consumption (i.e. cutting food for children)
 - Cleaning spillage and surfaces
 - Supervising disposal of foodstuffs

2. Pupil Supervision
 - Supervision of pupils, including movement around the school premises, in the playground and in the classroom during playtimes and intervening, where appropriate, in managing pupil behaviour in order to maintain good order, and to ensure pupils health, safety and welfare.
 - Promotion of “Positive Play” ensuring productive lunchtime activities for pupils.
 - Ensuring pupil hygiene – washing hands and toileting, cleaning pupils when dirty/soiled and arranging a change of clothes.
 - Basic first aid (grazes etc) and recording of accidents, maintaining appropriate records.
 - Reporting any significant behavioural incidents over the lunchtime period and referring significant behavioural issues to the Senior Lunchtime Supervisor or Manager.
 - Ensuring confidentiality of dealings in school (e.g. ensure child behaviour is not discussed with parents outside of school).
 - Supporting pupils, where necessary undertaking basic skills e.g. doing up coats, buttons, shoes etc.

It is a duty of all members of staff to play an active role in the safety and well being of all children in line with the School Safeguarding Statement and Whistle Blowing Policy.