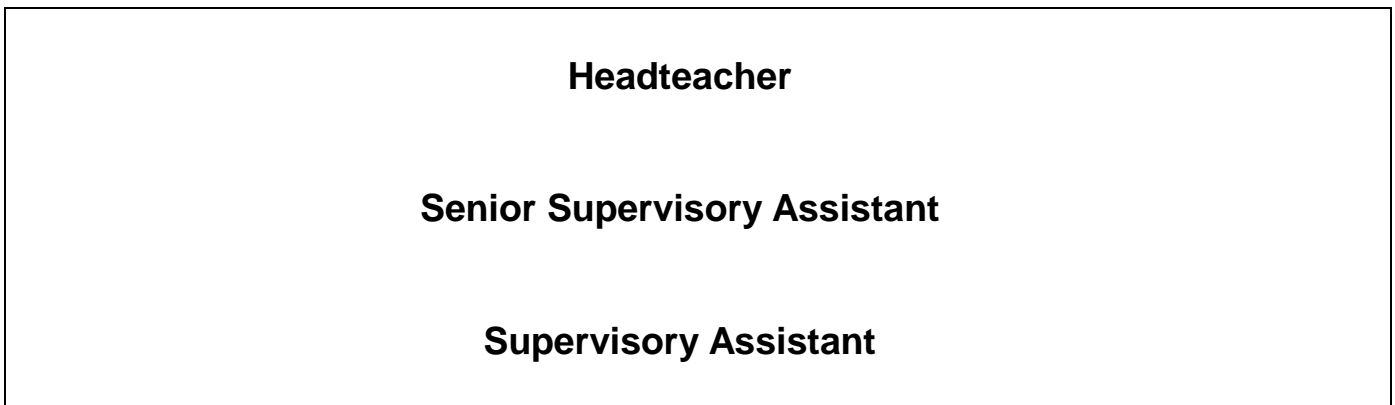


<b>Barncroft Primary School</b>	
<b>Role Title:</b>	Lunchtime Supervisory Assistant
<b>Name:</b>	
<b>Reports To</b>	Senior Supervisory Assistant/ Headteacher
<b>Role Purpose:</b>	To supervise pupils during the lunchtime period and ensure that problems are resolved or referred to appropriate level.

**ORGANISATION**



**ROLE REQUIREMENTS**

Accountabilities	Accountability Statements
<b>Supervision of eating activities</b>	<ul style="list-style-type: none"> <li>• Direction and monitoring of food intake.</li> <li>• Assisting pupils with food consumption (i.e. cutting food for children).</li> <li>• Clearing tables.</li> <li>• Aiding children opening cartons/pots of food.</li> <li>• Cleaning spillage and surfaces.</li> <li>• Supervising disposal of foodstuffs.</li> </ul>

<b>Pupil Supervision</b>	<ul style="list-style-type: none"> <li>• Supervision of pupils movement around the schools premises.</li> <li>• Promotion of 'Positive Play' ensuring productive lunch time activities for pupils.</li> <li>• Ensuring hygiene – washing hands and toileting.</li> <li>• Basic first aid (grazes etc.) and recording of accidents, maintaining appropriate records.</li> <li>• Reporting any significant behavioural incidents over the lunch time period.</li> </ul>
<b>Support for the school</b>	<ul style="list-style-type: none"> <li>• Participate in training and meetings as required.</li> <li>• Being a role model for pupils.</li> <li>• Ensuring confidentiality of dealings in school (e.g. ensure child behaviour is not discussed with parents outside of the school).</li> </ul>
<b>Corporate and statutory initiatives - equalities/health and safety/e-government/sustainability</b>	<ul style="list-style-type: none"> <li>• Awareness – particularly in respect of equalities issues.</li> <li>• Maintaining and awareness of school, national and statutory policies and requirements and apply these in the work place.</li> </ul>