Central Learning Partnership Trust
JOB DESCRIPTION

LUNCHTIME SUPERVISORY ASSISTANT

RESPONSIBLE TO: **Headteacher**

SALARY SCALE: **Grade 2 -** CLPT 4 – CLPT 6

WORKING HOURS: 6.25 hours per week, term time only.
Annual leave must be taken in school holidays.

LOCATION: Woden Primary

DISCLOSURE LEVEL: Enhanced

JOB PURPOSE
Under the direction of the Senior Midday Supervisor, to ensure the health, safety and welfare of pupils around the school during lunchtime and ensuring behaviour management controls are maintained.
MAIN DUTIES AND RESPONSIBILITIES
• To be responsible for the overall supervision of designated areas assisting pupils at meals times and ensuring pupils take responsibility for clearing eating facilities by removing food and debris • Perform basic cleaning tasks to meet the health and safety standards of the school • Supervise organised activities, especially indoors during inclement weather, to encourage development of social skills and self-discipline, ensuring that equipment and materials are effectively utilised and safely stored • To be aware of the school's behaviour guidelines and deal with the misbehaviour of any pupils keeping the Senior Midday Supervisor and class teachers informed • Monitor designated areas ensuring that any incidents or security breaches are reported appropriately to ensure safeguarding of pupils • Provide appropriate care and support to pupils ensuring their welfare and hygiene needs are met • In the event of any injuries deal immediately with the situation referring to the Senior Midday Supervisor and following the school's policy and procedure • To provide basic first aid to pupils during the lunchtime period, referring as appropriate and completing necessary paperwork
Supervision of dining area
• To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the lunchtime meal. • Encourage the pupils to leave the table clean. • Ensure the dining areas are left clean and tidy. • Aim to clear all dining areas of pupils every day where possible by 12:50pm.
Supervision of outdoor area
• Arrange your supervision so you move around amongst the children within the area you are covering. • Ensure acceptable standards of behaviour are maintained.

- Try to avoid children hurting themselves.
- Once lunch has been eaten engage with the children in activities which promote healthy and active lifestyles.
- Regularly rotate activities on offer to the children.
- Promote the inclusion of all pupils

Safeguarding Statement

In accordance with CLPT's Safeguarding Policy and the document 'Keeping Children Safe in Education', all staff have a duty of care to safeguard the health and safety and wellbeing of all students on school premises and when engaged in authorised school activities elsewhere. Staff are inducted to follow policy and procedures to report any safeguarding concerns

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the staff VLE and must be observed by the jobholder.

Confidentiality and Data Protection

The job holder is expected to comply with the provisions of the Data Protection Act 2018. Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The Trust's Whistleblowing Policy is available via the Staff VLE.

Equality and Diversity

CLPT is committed to equality and values diversity. As such the Trust is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Development

CLPT has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations.

Mobility

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions

The Postholder is required to:

- Undertake a systematic study of practice with a consequent programme of self and professional development to ensure that the necessary skill, knowledge and understanding are kept up to date.
- Be aware of and comply with all school policies (available via the Staff VLE. It is important that all staff keep up to date with current policies and any concerns are reported to the relevant named persons without delay.
- To promote equality, diversity and inclusion and demonstrate this within the role.
- To play a full part in the life of the school community, to support its distinctive mission, aims and the ethos.
- To set an example of positive personal integrity and professionalism with appropriate communications and relationships at all levels.
- To act as exam invigilator when required.
- To undertake such other duties which may be regarded as within the nature of the duties and responsibilities for the grade of the post as defined and subject to any reasonable adjustments under the Equality Act 2010. Any changes of a permanent nature will be incorporated into the job description.

Endorsement:

This job description reflects the major tasks to be carried out by the job holder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the salary grade for the job. The jobholder is expected to comply with any reasonable management requests.

Declaration

I accept this job description.

Print Name:	
Signature:	
Date:	