

LUNCH TIME SUPERVISORY ASSISTANT

(GRADE A)

LEVEL 1	To work under the direct instruction of the Head Teacher & SLT Team, to supervise pupils during the lunchtime period and ensure that problems are resolved or referred to appropriate level.
RESPONSIBILITIES	
• Escort pupils from and to the diner area, as necessary • Ensure that pupils having a school lunch are in the dining hall at the correct time • Help younger pupils to cut up their food when necessary • Assist pupils with the return of used plates, trays, cutlery and beakers, and with the cleaning of tables when lunch is finished • Supervise pupils eating food brought from home, and ensure that all packed-lunch equipment is cleared away after use • Report to the Teachers any child whose diet may give rise for concern • Take charge of groups of children in the playground or the classroom, depending on the weather • Devise and initiate constructive play opportunities for children when required • Ensure that children remain within safe environment, and that they play safely • Set suitable behaviour standards in line with school policy • Help children acquire social skills • Attend to minor accidents sustained during the midday break, and seek appropriate assistance if necessary • Attend to any pupil who becomes ill during the midday break, and again seek appropriate assistance • Report to the Teaches any acts that constitute serious infringements of school rules • Work under the direction of the teaching staff • Liaise effectively and professionally with staff; teachers as required • Attend training, as required • To carry out other duties reasonably deemed to be within the responsibility of the post as requested by the Head Teacher.	

Employee signature:Date:.....