



## **Middleton-in-Teesdale Primary School Job Description**

**Post Title:** Lunchtime Supervisory Assistant  
**Responsible to:** Head Teacher/Associate Headteacher

### **Responsibility:**

- To be responsible for the supervision and control of pupils during lunch time, in the dining hall.
- The post holder will be responsible for the safety, welfare and good behaviour of pupils during lunchtime, in the dining hall.

### **Main Duties and Responsibilities**

- Supervise the washing of hands of pupils.
- Supervise entry/exit into/from the dining hall by the pupils.
- Assist pupils during the meal service.
- Ensure pupils maintain high standards of behaviour, reporting any cases of misbehaviour, especially bullying, as appropriate.
- Clear up all spillages during mealtimes, promptly.
- Assist in wiping up tables and chairs, when necessary, at end of the meal.
- Report any incidents of unruly behaviour following the school behaviour policy.
- To attend any training courses relevant to the post (such as first aid and safeguarding), ensuring continuing, personal and professional development.
- To work well within a team.
- To abide by the school policies and procedures, including equality procedures at all times.

### **Pupil Health and Safety**

- Ensuring Health and Safety and other school procedures are observed, reporting of accidents and taking actions as required.
- Perform basic first aid for minor incidents/accidents and attend training around this and specific medical or diet needs.
- Maintain accurate and relevant incident/accident records.
- Support with effectively adhering to evacuation procedures.
- Raise safeguarding concerns appropriately.
- Be aware of individual pupil circumstances – i.e. – food allergies, special educational or emotional needs and medical conditions and support those children appropriately

### **Pupil Behaviour**

- To positively promote healthy, safe and considerate behaviour.
- To proactively ensure pupil compliance with school's rules and behaviour appropriately.
- To support other members of staff in managing pupil behaviour and providing activities.

### **General requirements and Skills**

- Ability to demonstrate a flexible approach to work.
- Ability to offer reliability and punctuality.
- Ability to demonstrate common sense and initiative.
- Ability to be firm but fair at all times.
- Willingness to maintain confidentiality on all school matters
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed suitable by the Head Teacher