



Job Description

School	Hunslet Moor Primary School
Job Title	Lunchtime Supervisory Assistant
Grade	A1 - 2
Conditions Of service	NJC
Responsible To	School Business Manager

Special Conditions of Service: This post is subject to a higher level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence. There may be a need to occasionally work outside of school hours and off school premises as required by the School.

Job Purpose: To be responsible for ensuring the good conduct and safety of pupils during the lunchtime period. Organising appropriate structured creative play activities. To work under the instruction/guidance of the School Business Manager.

Responsibilities

Identify any inappropriate behaviour in pupil(s) and encourage pupils to take responsibility for their own behaviour using methods suggested by the Teacher/Head teacher.

Ensure that all pupils are complying with the School's behaviour policy.

Awareness of Child Protection/Safeguarding procedures within School and the appropriate contact to refer issues to.

Enabling children to be ready for learning in the afternoon period by the organisation of structured play activities.

Taking responsibility for communicating any issues that have occurred over the lunchtime period to appropriate staff within School.

Receiving communication from staff regarding any issues that lunchtime staff need to be aware of and communicating this as appropriate/

Ensuring play activities are inclusive for all pupils.

Reporting and any accidents / incidents using appropriate mechanisms within School and completing accident forms, where appropriate.

Set standards for table manners and ensure that healthy eating initiatives are promoted.

To be responsible for the monitoring of play activities within the lunchtime period.

To work in an anti-discriminatory manner and uphold and promote the standards and equal opportunities of the School and Leeds City Council.

Ensuring the delivery of creative play opportunities within a safe and caring environment.

To participate in appraisal, training and development activities as necessary to ensure up to date knowledge and skills

To improve own practice through observation, evaluation, discussion with colleagues and CPD programmes.

To work collaboratively with colleagues, knowing when to seek help and advice.

Contribute to the overall ethos, work, and aims of the School by attending relevant meetings, training days/events as requested.

Be aware of and comply with school and Leeds City Council policies and procedures e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding and promoting the standards and equal opportunities of the school and Leeds City Council.

Recognise and appropriately challenge any incidents of racism, bullying, harassment or victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures and making sure the individual/s involved understand it is unacceptable.

The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

PERSONAL SPECIFICATION

We are looking for a Lunchtime Supervisory Assistant to work at our busy inner city School. Applicants must have a good command of the English language and effective reading skills as it will be necessary to read extensive school policies.

ESSENTIAL REQUIREMENTS: It is essential that candidates should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate

SKILLS REQUIRED:

Implement and monitor creative activities for pupils at lunchtimes

Good communication skills

Ability to relate well to children and adults

Ability to work constructively as part of a team, understanding lunchtime staffing roles and responsibilities and your own position within these

KNOWLEDGE REQUIRED:

Understanding of Health and Safety issues

Awareness of Child Protection issues

EXPERIENCE REQUIRED:

No experience necessary

Behavioural & other Characteristics required:

Committed to continuous improvement.

Ability to understand and observe the Schools and Leeds City Council's Equal Opportunities Policy.

To carry out all duties having regard to an employee's responsibility under the Schools and Leeds City Council's Health & Safety Policies.

Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development

DESIRABLE REQUIREMENTS:

It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Skills Required

Literacy skills

Ability to identify your own training needs.

Knowledge Required

Understanding of the Behaviour Management issues and strategies

Experience Required

N/A