



Learning Today – Leading Tomorrow

## **JOB DESCRIPTION**

<b>POST &amp; AREA:</b>	<b>LUNCHTIME SUPERVISORY ASSISTANT</b>
<b>SCALE POINT:</b>	Scale 2
<b>REPORTING TO:</b>	Senior AHT and Deputy Headteacher
<b>ACCOUNTABLE FOR:</b>	Student Health and Safety over the lunchtime period
<b>IMPORTANT FUNCTIONAL RELATIONSHIPS:</b>	Headteacher & Strategic Leadership Team Students Other Teaching & Support colleagues LA & external agencies as appropriate

**All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment**

### **Core Purpose**

- To monitor students' over the lunch period ensuring that they are being appropriate and safe and to report all matters of concern to the Senior Assistant Headteacher or Progress and Achievement Leader.
- Maintaining a presence around the school and its grounds with regard to students' welfare, safety and good conduct.

### **General Professional Duties**

- To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example.

### **Main Duties**

- On dry days, remove student play items, skipping ropes etc. from the shed storage areas in the playground ready for lunchtime play, ensuring you return these items to the shed storage area when students are in class at the end of lunch.
- On wet days, students will be in the main hall and in classrooms and therefore supervision is required outside the toilets, in the corridors and outside classrooms to ensure students are safe and acting appropriately.
- To supervise and monitor the students in the dining area and around the school internally and externally, ensuring that students are safe and not doing anything that would be unsafe.
- To supervise the queues in the dining area
- To see that any spillage is removed quickly
- Encourage the pupils to leave the table clean and place their cutlery in the correct area once finished

- Aim to clear all dining areas of pupils every day where possible by 1.05pm
- To monitor and supervise the outside areas, e.g. playground, to ensure safety is maintained
- To communicate instructions clearly to students in a calm and pleasant manner
- To liaise with the Senior Assistant Headteacher or Progress and Achievement Leaders regarding student welfare and conduct when necessary.

**Undertake any other duties reasonably requested by the Headteacher, commensurate with the post.**

#### **EXPECTATIONS OF ALL STAFF (Teaching & Support)**

- Support the Headteacher and Strategic Leadership Team in creating a culture for learning, high standards of achievement and success for all students.
- Carry out all duties and responsibilities in accordance with the school's Mission Statement, contents of the Staff Handbook, policies, current practice and your duty of care for the students' well-being and safety; not to do anything to bring the name or ethos of the school into disrepute.
- Work flexibly as a member of a team, and undertake such other duties as may be required within the scope of this post.
- Deal with enquiries efficiently and sensitively.
- Ensure absolute confidentiality in all matters relating to the students, staff and school business.
- The post holder will ensure that the duties of the post are undertaken with due regard to the School's Health & Safety Policy and to their personal responsibilities under the provisions of the Health & Safety at Work Act 1974 and all other relevant subordinate legislation.
- Be aware of and comply with policies and procedures relating to child protection, health & safety, security and confidentiality.
- Report child protection (CP) concerns immediately to the named CP person(s).
- Attend and participate in relevant meetings, training, performance development and other activities as required.

#### **NOTE**

This job description should not be viewed as a comprehensive description of the post. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from those in a position of responsibility to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary scale and job title.