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**Post**: Midday Supervisory Assistant

**Responsible to**: Lunchtime supervisor

**Job Purpose**:

To be responsible for supporting the education, welfare and good behaviour of children during the lunch time period.

**Duties**:

The post holder will be required to exercise their skills and judgement to carry out the duties set out below;

* To work with children supporting their behaviour, social and pastoral needs;
* To ensure the school’s Safeguarding procedures are followed;
* To attend and assist pupils with their hygiene, eating and general welfare requirements as necessary;
* To be responsible for pupil welfare during the lunch time period both indoors and outdoors, in accordance with the general practices of the school;
* To deal with behaviour in accordance with the schools behaviour policy, whether directly encountered or referred by colleagues;
* To ensure that Health and Safety practices and procedures affecting pupils and staff during the lunchtime period are maintained including the reporting of accidents, action taken etc.;
* To assist in ensuring that only authorised persons/pupils are on school premises during the lunch time period;
* To liaise with class teachers when necessary;
* To co-operate with staff working with pupils participating in lunchtime activities, including Sports Coaches;
* To report to the Senior Leadership Team on the general conduct of pupils, incidents of unruly behaviour and any disciplinary action if deemed necessary.
* To ensure that there is suitable play equipment in use on the playground and in the classrooms during wet lunchtimes;
* To ensure that first aid is provided in the case of an accident or illness, and that any accident is recorded in the accident book;
* To discharge other related duties or responsibilities as defined by the Headteacher.

Name:…………………………………………….. Signature:…………………………………..

Date: ……………………….