



DURHAM TRINITY SCHOOL & SPORTS COLLEGE

LUNCHTIME SUPERVISORY ASSISTANT JOB DESCRIPTION

Name		Department base	Nursery/ Primary/secondary/specialist ASD/PMLD
Reporting to:	Relevant Pathway Leader, Assistant Headteacher, Deputy Headteacher, Headteacher, Governing Body		
Responsible for:	To be responsible for the care and supervision of the children before and after meals, covering the full interval between the close of the session preceding the meal and the re-opening of the session after the meal, in accordance with the Council's policies and procedures.		
Liaising with:	School staff and other agencies as required.		
Working Time:	Part time 10 hours per week		
Salary/Grade:	Grade 1		
Job Evaluation code:	A5524		
Disclosure Level	Enhanced DBS		

As part of the staff of Durham Trinity School & Sports College you will be expected to:

- Promote the agreed aims, ethos and policies of the school at all times.
- Actively contribute to, and work as a member of the staff team.
- Take part in training as appropriate to the post.
- Be an effective role model for the standards of behaviour expected of pupils.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Establish and maintain effective working relationships with professional colleagues and parents/carers.

Key Duties

- 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.
- Carry out intimate care duties including supporting pupils at the toilet and changing nappies
- Clear up all spillages during mealtime promptly.
- Assist in wiping up tables, chairs when necessary at end of the meal.
- Supervision of children in designated areas ensuring good conduct in behaviour in accordance with the schools behaviour policy.
- Initiate games and activities where appropriate, whilst maintaining broad supervision.
- Supervise children in classrooms during inclement weather.
- Engage pupils in safe, enjoyable, and creative activities.

- Maintain accurate and relevant incident/accident records.
- Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
- Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents.

The details of this job description are not exhaustive and other duties relevant to the post, may, from time to time be required without changing the character of the post.

This job description will be reviewed regularly and, if necessary, amended in consultation with the teacher. All posts will be reviewed annually.

Signed

Date

Revised January 2023