



## **St. Anthony's Girls' Catholic Academy.**

### **Job description**

**Post Title:** Lunchtime Supervisory Assistant

**Grade:** Real Living Wage or scale point 3 whichever is the higher £23,151.49 per annum (paid pro-rata £5,605.17 per annum).

**Contract:** Permanent.

**Hours of work:** 10 hours and 50 minutes per week Monday to Friday term time only

**Responsible to:** Acting Head of School

### **Key tasks of the post:**

- the supervision of pupils (Y7-11) ensuring good behaviour in and around the school premises during lunchtime
- maintaining high standards of supervision in allocated area and at allocated time
- maintenance of outdoor and indoor areas e.g. supervising dining spaces, litter collection etc.

### **The main duties/responsibilities:**

- ensuring that pupils line up for lunch in an orderly fashion and supervision of pupils in the lunch queue
- ensuring that staff and pupils are treated with courtesy i.e. the avoidance of aggressive language, shouting etc.
- Supervision of pupils in and around dining room areas
- attending to any spillages on tabletops or floors using equipment made available by dining staff
- supervision of pupils while they clear their table, return trays, stack used dishes, deposit used cutlery in the containers provided
- supervise pupils who bring packed lunches and ensure that any spillages are attended to (as above) and rubbish is deposited in containers provided
- supervision of pupils around dining room areas
- supervision of toilet and washroom facilities used by pupils and checking that pupils leave such facilities as they found them;
- supervision of pupils in assigned indoor areas during inclement weather and ensuring that students leave these facilities as they found them
- ensuring that pupils remain in assigned areas in line with school policy
- supervision of the collection of litter in assigned area at the end of lunchtime
- lining up of pupils at the end of lunchtime when outdoor areas are being used
- ensuring pupils are quiet and orderly when prayers are said prior to dismissal
- ensuring a warm welcome to staff, students, and visitors and alerting appropriate staff if there are any issues relating to health and safety or security;
- to manage, and report as required, any incidents where
- pupils have acted in a manner deemed dangerous to themselves or others
- pupils have acted in an inconsiderate or discourteous manner to others
- pupils have disobeyed school rules

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.