

Lunchtime Supervisory Assistant



JOB DESCRIPTION

Name:

Job Title: Lunchtime Supervisory Assistant

Grade: C

Main Responsibilities

- To be responsible to the HR Manager of Kilton Thorpe School, via the Team Leader.
- To assist pupils in the dining hall.
- To ensure the safety of pupils at all times.
- To feed/change pupils as directed by the senior supervisor.

General Duties

- To prepare plates for identified pupils and assist with feeding as directed by the senior supervisor.
- To assist with changing of pupils as directed by the senior supervisor.
- To assist pupils requiring support with eating.
- To maintain a general level of cleanliness during lunchtimes.
- To escort the pupils from the hall to the playground as quickly as possible.
- To ensure the safety of pupils at all times.
- To be interactive with pupils during the lunchbreak.
- To assist in dealing with pupils who are ill during the lunchbreak.
- To support each other when dealing with difficult pupils.
- To closely supervise vulnerable or problem pupils.
- To deal with problem behaviour in a fair, consistent and calm manner.
- To always be aware of the Health and Safety procedures, e.g. filling in the Accident Book, reporting all incidents to the senior supervisor.
- Any other duties during the lunchtime as may be required by the Hr Manager/Team Leader

Employee signature..... Date.....