

# Whickham School



## JOB DESCRIPTION

**Post:** Lunchtime Supervisory Assistant

**Responsible to:** Premises Manager

**Hours of Work:** 1.5 hours per day, 12-1.30pm, Monday to Friday  
Term Time

**Grade of Post:** £10.98 per hour

Whickham is a school at the heart of the community. It is a place in which everybody is valued and where learning is cherished in a safe, caring and supportive environment. A school where everyone is inspired to be the best they can be.

### Purpose of Job:

- 12-12.25 Litter Pick, 12.25-1.05 Canteen duty, 1.05-1.30 Litter Pick
- To assist teaching staff with monitoring students during lunchtime and to ensure the well-being and safety of students, in line with the academy's policies and procedures.

### Principal Responsibilities:

- Offering care and support throughout lunchtime
- Working as a team member under the direction of the Premises Manager
- Picking litter from outside areas before and after lunch break
- Assisting other academy staff with the responsibility of a group of pupils or an area
- Being responsible for the well-being and social interaction of the pupils during lunchtime
- Promoting good order and high standards of behaviour by supervising queuing pupils

- Demonstrating flexibility in relation to covering different areas within the school
- Organising activities/ assisting in the supervision of other activities during lunchtime including setting out and storing of relevant equipment.
- Wiping down tables, clearing dining area and ensuring canteen space is kept neat and tidy.
- Reporting any accidents and incidents that occur during lunchtime to senior staff in line with academy policies and procedures.
- Being watchful of any potentially hazardous situations e.g slippery floors etc. and reporting concerns to the Catering Manager

### **General Requirements**

- Attending and participating in training and development courses as required
- Being an effective role model for the standards of behaviour expected of pupils
- Having regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body

### **Professional Values and Practice**

- Treating pupils consistently with respect and consideration, and being concerned with their development as learners
- In line with the academy's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues
- Working within academy policies and procedures and being aware of legislation relevant to personal role and responsibility in the academy
- Recognising equal opportunities issues as they arise in the academy and responding effectively, following academy's policies and procedures
- Building and maintaining successful relationships with students, parents/ carers and staff

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the academy.

Author: N Sheen

Date: June 2023

Signed .....(Post holder)

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