



# Bishop Vesey's Grammar School

## Job Description

**Job Title:** Lunchtime Supervisory Assistant

**Grade:** APT&C Scale 2 spinal points 3-4 pro-rata

**Hours:** 9 hours 10 minutes per week during term time – may reduce to 7 hours 45 minutes in the future

### 1.0 JOB PURPOSE

1.1 As part of a team assist the Senior Lunchtime Supervisor/Leadership Team in securing the safety, and welfare of pupils during the lunch break.

1.2 This involves effective supervision of students including their entry into the dining room and conduct whilst there, general help during the service of meals and effective supervision in the designated outdoor spaces or classroom.

1.3 Supervisory Assistants are responsible to the Headteacher for the satisfactory performance of their duties, but are managed by the Senior Supervisory Assistant on a day to day basis.

1.4 Normal hours of duty to correspond with the School's lunch breaks.

### 2.0 KEY DUTIES AND RESPONSIBILITIES

2.1 To be responsible to the Headteacher for the supervision of students on the premises during the School's lunch breaks.

2.2 To ensure that students taking school meals are in the Dining Hall at the required time for lunch.

2.3 Organising the entrance of students into the Dining Hall, in the dinner queue and exit of students from the Dining Hall to the outside spaces, ensuring good behaviour and a calm atmosphere.

2.4 Dealing with any bullying/fighting/unruly behaviour that may occur in accordance with the school's procedures by intervention or calling for assistance.

2.5 To attend to any student who becomes sick or ill during the lunch hour.

2.6 To ensure that students remove their plates and clear the tables when the lunch is completed.

2.7 To ensure that spillages are mopped up as they occur within the dining room.

2.8 To report incidents to the Senior Lunchtime Supervisor or Duty Member of Staff/Leadership Team according to the severity of the incident. To include reporting a student taken ill or any conduct/ behaviour problems which may arise.

### 3.0 OTHER DUTIES

3.1 To promote the safeguarding and welfare of people you are responsible for or come into contact with.

3.2 To ensure all tasks are carried out in compliance with the Health & Safety policy and procedures.

3.3 To ensure all tasks are carried out in compliance with the Data Protection Policies & Procedures.

3.4 To ensure all tasks are carried out in compliance with all school policies and procedures including the Equality & Diversity Policy, Use of Social Media and Staff Code of Conduct.

3.5 To develop professional and productive relationships with all colleagues and stakeholders.

3.6 To undertake appropriate professional development including adhering to the principles of performance development.

3.7 To adhere to the ethos of the school.

- To promote the agreed vision and aims of the school.
- To set an example of personal integrity and professionalism.
- Attendance at appropriate staff meetings and school events.

3.8 Any other duties commensurate within the grade in order to ensure the smooth running of the school

## **4.0 SUPERVISION RECEIVED**

Manager's Job Title: Senior Lunchtime Supervisor

Level of supervision: Left to work within school guidelines subject to scrutiny by supervisor.

## **5.0 PROBATION**

The post is subject to completion of a satisfactory probation period of 26 weeks for new staff to the school.

## **6.0 BEHAVIOURS**

- 6.1 Professionalism – actively seek ways to prevent over complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.
- 6.2 Leadership - lead by example, optimising those resources allocated. Communicate clearly taking account of and welcoming feedback. Take a positive and resilient approach to change understanding of the longer term vision of the school.
- 6.3 Accountability – adopt a ‘can do’ attitude in the work that I deliver taking accountability for my own actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.
- 6.4 Transparency - work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant colleagues.
- 6.5 Ethical – aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.

**Updated: NOVEMBER 2023**