



Christ Church (Church of England) Schools

Assistant Lunchtime Supervisor

All appointments whether temporary or permanent, are subject to a probationary period and to a satisfactory medical report, enhanced criminal record check, proof of eligibility to reside and work in the United Kingdom and two satisfactory references, one being the candidates current or previous employer.

Supervisory Assistants will generally work under the immediate control of the Executive Head Teacher.

Duties of Lunchtime Supervisory Assistants

1. To provide an approachable, fair and nurturing adult to support the children throughout the lunch period.
2. To address the children's concerns and difficulties and to help the child to find a solution to their problems. Report concerns to the SLT.
3. Ensure that the children are called in for lunch promptly and enter the building in an orderly manner.
4. Check to make sure that all children have had their lunch.

When supervising in the dining hall:

5. Register children for meals in the line and ensure that they have clean hands before entering the dining area.
6. Ensure the smooth running of the lunchtime session by ensuring the children have good table manners, eat sufficient food and behave correctly.
7. Ensure that the dining area is kept safe at all times by wiping or sweeping liquids that have fallen on the tables or floor.
8. Assist children in learning how to use cutlery correctly.
9. Work as part of a team to coordinate the smooth running of the dining room.

When supervising children within the building and on the playground:

10. Ensure that the children are safe whether in corridors, toilets, classrooms or on the playground, keeping a good standard of discipline at all times and inform the class teacher or a senior member of staff of any difficulties that they may experience with children.
11. To take initial care of children who may have had an accident or are ill at lunchtime. For injuries requiring first aid radio the main school and inform staff that a first aider is needed or that the child has been sent in for attention
12. Follow school guidance and procedures for the organisation of pupils throughout the lunch period.
13. Support children to play appropriately during the lunchtime sessions and to organise games and activities suitable for the age of the children.
14. In the event of a disagreement between children, actively engage in listening to the students involved in order to better understand the underlying causes of the disagreement
15. In line with our school behaviour policy, Supervisory Assistants are to utilise restorative practices when managing disputes. Focus on repairing relationships and building stronger connections between students.

16. Return children, in the method indicated by their class teacher for the commencement of the afternoon session. The children should enter the building in a calm and orderly manner.

Wet lunchtimes:

17. Ensure that the children remain within your care and are calm and accounted for at all times.
18. Organise wet break activities and maintain a calm and orderly classroom.
19. Ensure that the classroom is tidy and ready for learning at the end of the session.

Fire Drill

20. Exit the building with the children that you are supervising and line them up at the rendezvous point in a quiet and orderly manner.
If you are already outside line up your designated year group ready for the fire register to be completed.
21. Complete the register which will be provided by the Senior Lunchtime Supervisor.
22. On completion inform the Senior supervisor if the roll call is incomplete.

In addition:

23. Undertake such other duties as may be required commensurate with the level of the post.

Supervisory Assistants may be required to attend training courses. This may be during the school holiday periods when appropriate remuneration will be paid instead of special payment.

Permanent Employees

It is a condition of service that annual holiday should be taken during school closure. Employees must undertake to return to school at the end of the period during which schools are closed or on any day during the closure of the school if requested to do so.

A special payment is payable during the school closure, one half of the payment being paid prior to the commencement of the period during which the school is closed and the other half to be paid after the resumption of the meal service and only to the employees who return to work on the day appointed, unless absence on that day is supported by a sick note.

Temporary Employees

Temporary employees are not eligible for retaining fees and any accrued holiday pay will be paid at the end of the temporary contract.

The post holder must comply with the Council's Equal Opportunities Policy and the Health and Safety Policy