

ELSTON HALL LEARNING TRUST – JOB DESCRIPTION

Job Title:	Lunchtime Supervisor
Pay Range:	Trust Grade 2
Responsible to:	Senior Lunchtime Supervisor / Senior Leadership Team

Overall purpose of the role

To be effective in the role of Lunchtime Supervisory Assistant in accordance with the directions given by the Headteacher and the Local Governing Board.

Specific responsibilities

- To assist and support the Senior Lunchtime Supervisor, in meeting the pastoral needs and social development of each child.
- To support school policies in the care and welfare of children, sharing information with class teacher and other professionals strictly on a need to know basis.
- Provide support for individual children enabling them to fully participate in all lunchtime activities.
- To support the management of pupil behaviour in line with school behaviour and emotional guidelines.

General

- Contribute to the aims, vision and ethos of the Trust.
- Be aware of and adhere to the Trust's and school's policies and procedures in connection with Child Protection and Safeguarding.
- Be aware of and adhere to the Trust's and school's policies and procedures in connection with Health & Safety to ensure compliance with the Health and Safety at Work Act (1974) in all premises and sites controlled by the schools.
- To ensure that all responsibilities under the Data Protection Act 2018 for the security, accuracy and significance of personal data held on paper or electronic systems are complied with.
- Appreciate and support the roles of colleagues and other professionals.
- Liaise with parents and carers as appropriate, in order to foster closer links with parents and the community.
- To participate in school activities and meetings as appropriate, setting a good example in terms of dress, punctuality and attendance.
- To undertake their duties in a way that secures positive action in respect of both equal opportunities and multi-cultural approach.
- Dress in a professional and appropriate manner, that will further support the school's policy on uniform
- Participate in further training and professional development as appropriate.
- The undertaking of such duties which may reasonably be regarded as within the nature of the duties/responsibilities of the post as directed by the Line Manager and subject to any reasonable adjustments under the Disability Discrimination Act.