



Job Description: Mealtime Supervisory Assistant

Main purpose of job:

- Support pupils during lunchtime
- Contribute to the health and well being of pupils
- Support the maintenance of pupil safety and security
- Develop and maintain a working relationship with other professionals in the school
- Contribute to the management of pupil behaviour
- Contribute to the planning and evaluation of lunchtime activities
- Review and develop own professional practice

Duties and responsibilities:

Support for pupils:

- To help with the care and support of pupils
- To ensure physical safety of pupils
- To support the maintenance of pupil safety and security
- To establish and maintain relationships with individual pupils and groups
- To model effective relationships with children and other adults
- To promote pupils' social and emotional development
- To communicate with pupils and teachers with regard to behaviour
- To help to boost pupil's confidence
- To promote positive play
- To help children to make good behaviour choices
- To investigate, record and report any incidents of inappropriate behaviour
- To impose appropriate sanction for minor behaviour incidents or to refer on any more serious incidents
- To listen carefully to children and refer any disclosure of a sensitive nature to the designated teacher for child Protection

Support for teacher(s):

- To work as part of a team
- To contribute to monitoring children's behaviour
- To share ideas, observations and information