



JOB DESCRIPTION

Post: **LUNCHTIME SUPERVISORY ASSISTANT (LSA)**

Grade: **5**

Accountable to: **The Business Manager and the Risk Assessment Leader**

Contractual Responsibilities: **Permanent – 1.75 hours a day (5 days/39 weeks a year)**

Hours: **11.45am-1.30pm**

Purpose of the Job

To ensure the safety, health, learning, good conduct and wellbeing of pupils during lunchtimes, in accordance with the practices and procedures of the school and Local Authority. The post holder will normally work as part of a team and will always be under the direct operation of either the Risk Assessment Leader or Business Manager (or the School Leadership Team).

Core Tasks

- Supervision of pupils in the class area, playground or other parts of the school premises.
- To lead and provide learning, recreational and social opportunities for children at lunchtimes.
- To support and assist with children's eating and personal care requirements (in relation to individualised arrangements) across the whole school, as agreed and supported through induction arrangements.
- Once induction and feeding training has been undertaken, the school's risk assessor will formulate a feeding skills plan, based on individual staff's competency, so that individuals can progress through to eventually feeding our more complex pupils.
- To ensure all procedures, routines and vigilance is taken around the schools Safeguarding and Child Protection policies in the school, to ensure children are safe and well protected.
- To ensure standards of behaviour are maintained.
- To assist with the feeding of children, the cleaning up of spillages, ensuring tables are clean and any other hygiene and cleaning duties to ensure the smooth running of lunchtimes.
- To assist in dealing with problems arising from difficult behaviour and to report such matters to the Risk Assessment Leader, Business Manager or Senior Leadership Team.
- To keep up to date with training as required, either attending training on inset days, or completing online certificated training in specific role related courses (Creative Education).
- To carry out other duties relating to lunchtime supervision as required by the Risk Assessment Leader, Business Manager or Senior Leadership Team.
- To ensure that school security regulations are upheld.
- To change clothes, clean and care for the children as appropriate.
- To provide welfare support to the pupils of the school, including undertaking first aid duties (depending on training).
- Any other duties, which reasonably fall within the remit of the post, which may be allocated by the Headteacher after consultation with the postholder.
- Meet with key staff to plan for the logistics of the day to ensure quality lunchtime opportunities for children.

- To work flexibly around staffing changes to support children and to help deploy resources in relation to the circumstances of the lunchtime activities.
- To link with the school cook and City Catering staff to ensure food arrangements and planning is appropriate for children and staff.
- To plan ahead for daily play activities and to ensure resources are in place to support timetabled activities. To ensure such resources are well coordinated and tidied in readiness for future activities.
- To support with the planning arrangements for any new child. To link with relevant education/health colleagues (as appropriate) to ensure child is fully inducted into school.
- To coordinate the spillage of bodily fluid over lunchtimes (in any absence of the school caretaker) and to ensure school protocols are well adhered to.

Any other duties, which reasonably fall within the remit of the post, which may be allocated by the Headteacher after consultation with the postholder.

This post is open to development in such direction as the Headteacher, in consultation with the post holder, may determine in order that its objectives may be achieved. It is hoped that the above specification will form a supporting framework enabling the postholder to develop professionally and best utilise skills, experience, enthusiasm and initiative.

"The Cedar School is committed to safeguarding and promoting the welfare of our children and young people and expects all staff, volunteers and visitors to the school to share and embrace this commitment"

The Cedar School

Redbridge Lane, Nursling, Southampton, SO16 0XN - 023 8073 4205





JOB SPECIFICATION – LUNCHTIME SUPERVISORY ASSISTANT – GRADE 5

	Essential Qualities	Desirable Qualities
QUALIFICATIONS and EXPERIENCE.	• Good basic education with sound literacy and mathematics skills • Experience of working in school or child related environment • Awareness of responsibilities for Manual Handling (Training to be provided)	• NVQ 2/3 (in child care related training) or equivalent • Midas Qualification • First Aid Training • Manual Handling training
WORK RELATED QUALITIES and SKILLS.	• Fully committed to meeting the learning, physical and care needs of young people with dignity. • Ability to work within a team. Capacity to take direction but also to take initiative with quality outcomes for young people. • Physically fit and active • Professional duty of care • Confidential and professional and able to work with discretion and with high regard for health and safety • Dedicated and hard working	• Ability to think creatively to solve problems and find solutions for young people. • Desire and willingness to teach groups of children with support from schemes of work or direction from teaching colleagues. • Relevant safeguarding training
PERSONAL QUALITIES.	• Caring and warm personality • Positive and flexible nature • Sense of humour • Passionate about meeting the needs of young people with Physical Difficulties.	• To have either a sporting, artistic, musical skill/interest to be able to apply to children • To be able to consider challenges and hurdles as learning experiences. Ability to tackle problems positively with a commitment for successful outcomes.

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