

## ELSTON HALL LEARNING TRUST – JOB DESCRIPTION

<b>Job Title:</b>	<b>Lunchtime Supervisor</b>
<b>Pay Range:</b>	<b>NJC Grade 2</b>
<b>Responsible to:</b>	<b>Senior Lunchtime Supervisor / Senior Leadership Team</b>

### 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.