

# **GOLDINGTON GREEN ACADEMY**

## **MID-DAY PLAY/LUNCH SUPERVISORY ASSISTANT**

### **JOB DESCRIPTION**

**RESPONSIBLE TO:** The Senior Supervisor under the general direction of the Headteacher and Inclusion Manager

**MAIN FUNCTION:** To be responsible to the Senior Supervisor and Inclusion Manager for the general supervision of children during the mid-day break.

To ensure the safety, general welfare and proper conduct of pupils during this period.

To organise and play games with individual or groups of children, whilst on playground duty.

#### **DUTIES AND RESPONSIBILITIES:**

1. Supervising pupils during the mid-day break. This includes pupils who have a school meal and those who bring their own food.
2. Collect the children from their classroom and escort them into lunch or onto the playground in the case of second sitting, ensuring a good standard of behaviour at all times.
3. Supervising hand washing and toilet routines.
4. Taking a positive approach to discipline and behaviour and the maintenance of good order at all times.
5. Supervising pupils while eating their lunch encouraging good table manners and appropriate behaviour.
6. Ensuring pupils, where necessary, carry trays to the table and return used plates to scraps trolley after the meal.
7. Helping pupils where necessary to cut up food and giving guidance on the proper use of cutlery.
8. Assisting in clearing any spillages etc. where required.
9. Keeping the eating areas wiped between sittings, clearing spillages and helping children where necessary with their food.
10. Taking a positive approach to the zoning system on the playgrounds and being flexible and adaptable in times of staff shortages.
11. Ensuring that play apparatus and equipment is available, organized and set out ready for lunchtimes and that the children use it appropriately. Ensuring that any play equipment is collected and put away at the end of the lunch time. Be responsible for organising activities during wet play time.

12. Supervising children in the playground. Introducing them to play equipment and playground markings, teaching them, and playing new games.
13. Carry out simple first aid treatment and summon any assistance needed to deal with injuries or illness.
14. Taking the necessary action when pupils are sick.
15. Ensuring appropriate Health and Safety regulations are observed at all times.
16. Supervising classes in at the end of play and handing over to the class teacher any relevant information.
17. Any other duties of a similar level and responsibility as may be required from time to time.

Signed .....

Date .....