



# RAVENSWOOD SCHOOL

## JOB DESCRIPTION

**Post Title:** School Meals Supervisory Assistant

**Salary Grade:** JG1.2

**Responsible to:** Julie Davis

### **Job Purpose and Content**

1. To promote and support the school in fulfilling its aims, working within agreed policies and procedures.
2. To provide support for the social and personal needs of pupils, ensuring they have a safe and healthy environment, during lunch breaks at school.

### **Main Areas of Responsibility**

1. Establish and maintain effective relationships with pupils
2. Provide the appropriate level of support needed by pupils to promote independence and good social behaviour, at mealtimes and during lunch break activities.  
  
This will include helping individual pupils develop eating manners and orderly behaviour, the proper use of cutlery and drinking facilities, and the collection of food.
3. Engage pupils in lunch time playground activities to enhance their educational experience.
4. Promote pupil well-being by encouraging them to develop good relationships with others, develop their self reliance and self esteem.
5. Report to the appropriate teacher any observed pupil behaviour, or any particular incident which is contrary to school standards. Record any incidents according to school policy.
6. Escort any pupils, as necessary, to the Health Care Assistant for any medical care and attention. Record any incidents according to school policy.
7. Provide effective support to all members of school staff by sharing own knowledge in a positive and constructive manner.
8. Wipe tables and tidy dining room as pupils leave.
9. Ensure playground and classroom environments are tidy at the end of the lunch time break.
10. Maintain effectiveness as a member of school staff by taking responsibility for own continuing learning and development in respect of lunch time and playground duties. Attend any training activities provided by the school.
11. Undertaking any professional duties as reasonably determined by the Headteacher

**Special Note** - Some lifting of furniture and equipment will be required on a regular basis, and the post holder will be expected to attend to pupils with soiled clothes due to sickness or toilet training needs. Protective clothing will be provided.

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## **Personal Qualities Required –**

- 1. Ability to supervise groups of children**
- 2. Good interpersonal skills with adults**
- 3. Ability to form good relationships with children**