



## Lunchtime Supervisory Assistant – King's Academy College Park

### Person Specification

**Job Summary:** A Lunchtime Supervisory Assistant is a vital member of the school staff responsible for ensuring the safety and well-being of students during lunchtime. They play a crucial role in creating a positive and secure environment for students to enjoy their lunch break.

#### Key Responsibilities:

##### Supervision and Safety

- Supervise students during lunchtime, both indoors and outdoors.
- Ensure students follow school rules and maintain good behaviour.
- Be vigilant and responsive to any safety concerns or incidents.

##### Conflict Resolution

- Effectively manage minor conflicts and disagreements among students.
- Report any significant incidents or issues to appropriate school staff.

##### Assisting Students

- Assist students with any basic needs, such as opening food containers, locating lost items or administering first aid.
- Show empathy and provide comfort to students who may need emotional support.

##### Health and Hygiene

- Encourage and supervise proper handwashing and hygiene practices.
- Help maintain a clean and tidy lunch area, reporting any issues to the school's senior leadership team.

##### Communication

- Maintain positive communication with students, fostering a respectful and inclusive atmosphere.
- Collaborate with teachers, staff, and senior lunchtime supervisors as needed.

#### Qualifications

- No specific qualifications are required, but relevant experience working with children is advantageous.
- A First Aid certification would be an advantage

#### Skills and Abilities

- Good observational skills and the ability to remain alert and attentive during supervisory duties.
- Effective communication and conflict resolution skills.
- Patience and empathy when dealing with students.
- Ability to work collaboratively as part of a team.

#### Personal Attributes

- Caring, approachable, and friendly demeanour.
- Reliable and punctual.
- Commitment to ensuring the safety and well-being of students.
- Ability to follow school policies and procedures.