

Lunchtime Assistant job description

Job Title: Lunchtime Assistant

Name:

Responsible to: Lunchtime Supervisor, Head of School

To be responsible for ensuring the good conduct and safety of pupils during the lunchtime period. Organising appropriate structured creative play activities. To work under the instruction/guidance of Headteacher/ teaching staff /senior staff.

Main Duties:

1. Identify any inappropriate behaviour in pupil(s) and encourage pupils to take responsibility for their own behaviour using methods suggested by the Teacher/Headteacher (typically this post is not required to regularly handle very difficult or challenging behaviour from pupils, although there may be some requirement to do so).
2. Ensure that all pupils are complying with the school's behaviour policy and that the Supervisory Assistants implement and support the school's behaviour policy.
3. Ensure high quality standard of support for pupils during the lunchtime period.
4. Effectively communicate with team members.
5. Awareness of Child Protection procedures within school and the appropriate contact to refer issues to.
6. Enabling children to be ready for learning in the afternoon period by the organisation of structured play activities.
7. Taking responsibility for communicating any issues that have occurred over the lunchtime period to appropriate staff within school.
8. Receiving communication from staff regarding any issues that lunchtime staff need to be aware of and communicating this to the appropriate members of the lunchtime team.
9. Ensuring play activities are inclusive for all pupils.
10. Reporting and any accidents / incidents using appropriate mechanisms within school and completing accident forms, where appropriate.
11. Set standards for table manners and ensure that healthy eating initiatives are promoted.
12. Knowledge of appropriate health and safety issues and responsibility for reporting any issues through the correct procedures within school.
13. To be responsible for the monitoring of play activities within the lunchtime period.
14. To work in an anti-discriminatory manner and uphold and promote the standards and equal opportunities of the school and Leeds City Council.
15. Ensuring the delivery of creative play opportunities within a safe and caring environment.

16. To ensure promotion and support of Equal Opportunities and Health & Safety

17. To undertake any other duties that are commensurate with the post

Relationships:

The postholder will be required to work flexibly to deliver an efficient Service.

There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers

Economic conditions:

Grade:	A1
Annual Leave:	Term time only working
Hours:	6.25 hours per week
Conditions of Service:	NJC Conditions apply

Promotion:

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training:

The school encourages training both “in-house” and external to meet the needs of the individual and of the service.

Any Special Conditions of Service:

There is a requirement to submit to an enhanced Criminal Records Bureau background check. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.

Signed-----

Date-----

Sphere Federation is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment.

EMPLOYEE SPECIFICATION:

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des	MOA
Implement and monitor creative activities for pupils at lunchtimes	*		A & I
Good communication skills	*		A & I
Ability to relate well to children and adults	*		A & I
Ability to work constructively as part of a team, understanding lunchtime staffing roles and responsibilities and your own position within these	*		A & I
Literacy skills		*	A
Ability to identify your own and those you supervise training needs.		*	A & I

KNOWLEDGE/QUALIFICATIONS/TRAINING	Ess	Des	MOA
Understanding of Health and Safety issues	*		A & I
Awareness of Child Protection issues	*		A & I
Understanding of the Behaviour Management issues and strategies		*	A & I
NVQ 1 for Teaching Assistants		*	A & C
Appropriate first aid training		*	A & C

EXPERIENCE	Ess	Des	MOA
Experience working with children of the relevant age	*		A & I
Experience of working with pupils with additional needs		*	A & I

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	*		I
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*		I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	*		I
An ability to respect sensitive and confidential work.	*		I
Commitment to own personal development and learning.	*		I

METHOD OF ASSESSMENT(MOA)

A	=	Application Form
T	=	Test
I	=	Interview
C	=	Certificate