



JOB DESCRIPTION

Lunchtime Assistant

Asquith Primary School

Pay Range: A1

Responsible to: The Pastoral Welfare Manager & The Lunchtime Supervisors

Role:

To be responsible for ensuring the good conduct and safety of pupils during the lunchtime period. To provide a high level of supervision for all pupils. To assist with the implementation of appropriate structured play activities during the lunchtime period.

Main Duties:

- To ensure that all pupils are complying with the school's behaviour policy by implementing the policy consistently.
- To provide individual pastoral support to pupils when needed.
- To identify inappropriate behaviour and take responsibility for managing behaviour in line with the school policy.
- To attend to pupils personal needed and assist in their social care, health and hygiene development.
- To provide feedback to teachers on the behaviour of pupils at lunchtimes.
- To communicate effectively with colleagues and work as part of a team.
- To have a good understanding of Child Protection procedures in school and to know who to go to with safeguarding concerns.
- To ensure that play activities are inclusive for all pupils.
- Reporting accidents and incidents using appropriate mechanisms in school and completing accident forms where appropriate.
- To ensure that school policies relating to healthy eating are promoted.
- To have knowledge of appropriate health and safety issues and to report any issues through the correct procedures in school.
- To work in an anti-discriminatory manner and uphold and promote the standards and equal opportunities if the school.
- To promote a safe and caring environment for pupils.

Generic responsibilities which would apply to all Job Descriptions at Asquith Primary School:

- To participate in appraisal, training and development activities as necessary to ensure up to date knowledge and skills



- To improve own practice through observation, evaluation, discussion with colleagues and CPD programmes.
- To work collaboratively with colleagues, knowing when to seek help and advice.
- Contribute to the overall ethos, work, and aims of the school by attending relevant meetings, training days/events as requested.
- Be aware of and comply with school and Leeds City Council policies and procedures e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding and promoting the standards and equal opportunities of the school and Leeds City Council.
- Recognise and appropriately challenge any incidents of racism, bullying, harassment or victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures and making sure the individual/s involved understand it is unacceptable.
- The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

Note

This job description is not a contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

Signature of post holder: _____ **Date:** _____

Signature of Headteacher: _____ **Date:** _____