

# JOB DESCRIPTION

**Job Title: Post Title: Lunchtime Assistant**

**Grade/Salary Range: RG2b SP 3-4 (no gateway progression)**



## JOB PURPOSE

To assist the Head Teacher and Midday Supervisor in ensuring the safety and wellbeing of pupils over lunchtime.

## MAIN DUTIES AND RESPONSIBILITIES

- To supervise and support pupils ensuring their safety during lunchtime whether indoors or outside in accordance with the instructions of the Head Teacher or Lunchtime Supervisor.
- To mop up and wipe spillage from the floor surfaces or meal tables, and ensure that the dining area, picnic area or any other area used for eating is left in a tidy condition.
- To encourage socially acceptable behaviour both at the table and at play.
- To encourage but not force reluctant eaters to eat.
- To administer basic first aid and record all details in the first aid book.
- To clean up after sickness of children.
- To ensure that any serious injury or sickness of pupils is reported immediately.
- To assist the teacher with leading the pupils into class at the end of break and lunchtimes. To check that no pupil remains in outside areas when afternoon lessons are about to begin.
- To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- To deal with cases of unruly or unsocial behaviour by pupils as the first point of contact. To resolve issues before pupils return to learning and informing the teacher as necessary and where appropriate report incidents to the Head Teacher after a solution has been sought.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in play activities.
- Encourage pupils to act independently as appropriate.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training, meetings and other learning activities as required.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

# PERSON SPECIFICATION



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## QUALIFICATIONS/EDUCATION/TRAINING

- Good Numeracy/literacy skills demonstrated in similar work or basic skills qualification or equivalent
- Attainment of a recognised first aid qualification

## EXPERIENCE

- Experience of working with children/young people

## KNOWLEDGE, SKILLS AND ABILITIES

- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
- Good verbal communication skills
- Ability to carry out instructions
- To ensure and maintain confidentiality at all times
- Appropriate knowledge of first aid
- A cheerful and positive outlook
- Patience and ability to remain calm
- Ability to behave in a consistent way in order to give clear messages to the children.
- Flexible and reliable
- Ability to use initiative
- Awareness of health and safety
- Confident in a range of situations

## SPECIFIC WORKING REQUIREMENTS

- Enhanced CRB check
- Level 1 H&S Responsibilities