



New Bewerley Community School Job Description

**Post Title**

Lunchtime Assistant

Grade

A1

Post Ref**Post(s) to which directly responsible**

Line Manager

Purpose of job

To actively supervise the pupils in the dining room, playground and throughout the school premises during the lunchtime period.

Responsibilities

- Supporting pupils while they eat their lunch, cutting up food for pupils and making sure tables are clean and that water is available.
- Working as part of a team to support and ensure the smooth running at lunchtimes.
- Ensure standards for healthy eating and table manners are maintained.
- Report accidents to the Midday Supervisor and complete accident forms, if necessary.
- Ensure that school discipline policies are implemented.
- Support the work of other Supervisory Assistants..
- Respond to duty delegation as required by the Midday Supervisor.
- Lead the children in the establishment of suitable playground games /activities.
- Record inappropriate pupil behaviour and convey serious incidents to the Midday Supervisor and or teacher.
- Awareness of Child Protection procedures within school and the appropriate contact to refer issues to.
- Maintain checks throughout the lunch break to ensure pupils are safe.
- Follow advice given by the Midday Supervisor on action to be taken in cases of inclement weather.
- To work in an anti-discriminatory manner and uphold and promote the standards and equal opportunities of the school and Leeds City Council.

- To ensure promotion and support of Equal Opportunities and Health and Safety.
- 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.

Physical Conditions

The post is currently based at New Bewerley Community School

This post is subject to an enhanced Disclose and Barring Service check.

The school operates a non-smoking policy.

Economic conditions

Grade:	A1
Annual Leave:	Term time only working
Hours:	7.5 hours per week
Conditions of Service:	NJC Conditions apply

Prospects

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.

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
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
Ability to maintain a safe, calm and happy approach	*		A & I

KNOWLEDGE/QUALIFICATIONS/TRAINING	Ess	Des	MOA
Basic childcare and Health and Safety knowledge	*		A & I
Awareness of Child Protection issues and thorough understanding of safeguarding of children	*		A & I
Appropriate knowledge of first aid		*	A & C

EXPERIENCE	Ess	Des	MOA
Working with or caring for children of the relevant age	*		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 participate in own personal development and learning.	*		I
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METHOD OF ASSESSMENT(MOA)	A	=	Application Form
	T	=	Test
	I	=	Interview
	C	=	Certificate