



Creating a Community of Excellence

Job Title	Lunch Time Assistant
Grade/Salary Range	RG2
Hours of Work	Term Time Only – Hours determined by location

Supporting The Federation's Visions and Values

As a member of staff within the Federation the post holder is required to:

1. consistently conduct their role in order that the Federation vision is achieved for all children and adults within each Federation
2. continually contribute to the Federation's success through its vision statement and modelled behaviour towards anyone in the Federation
3. be an excellent role model by being reflective and demonstrating a desire to improve and learn
4. lead by example to motivate the work of others including the willingness to change
5. safeguard all children by ensuring the Federations' policies on Safeguarding, Health and Safety, confidentiality and data protection are rigorously implemented and promoted at all times
6. promote a culture of inclusion within the Federation as a whole where all views are valued and taken into account
7. ensure that everyone feels safe at all times and incidences of bullying are reported to a member of Senior Teaching & Learning staff to deal with swiftly and fairly

Statutory Responsibilities of the Role

None

Designation of Post within the Federation Structure

- The post holder is directly accountable to the Midday Supervisor
- The post holder may be required to work across the Federation or be based at a particular school

Main Purpose and Duties of the Role

The post holder is accountable for:

1. operating within the parameters set out in the lunchtime guidance issued by the school
2. ensuring they arrive prior to start time, so they are ready promptly for duties to begin
3. building and maintaining positive relationships with children, to encourage interaction and play
4. leading play activities in a positive and encouraging manner
5. ensuring that confidential information about children, their families or any other aspect of school life remains in school
6. ensuring children have a meal and reporting when children have not eaten sufficient food on

- any particular day or over a number of days
7. cleaning tables, equipment and flooring as required
 8. clearing up after any child who has been ill or had an accident in school
 9. supervising the children to the dining room or in the playground
 10. ensuring that movement around outside spaces is evident to children, with different areas of playground covered when supervising play to ensure full observation of pupils and their safeguarding
 11. ensuring that everyone in the dining room acts in accordance with the agreed rules
 12. using the agreed systems and procedures including those for wet play
 13. constantly monitoring the play areas and ensuring that pupils play safely
 14. recognising and intervening in situations that could lead to dangerous or inappropriate behaviour and reporting this to a member of staff to prevent further issues arising in future lunchtime periods
 15. dealing with minor first aid and referring on more serious injuries in accordance with the guidance issued by the school
 16. knowing which children are on the medical alert registers and ensuring that the list is kept up to date
 17. knowing and putting into practice the agreed fire procedures and being trained to level 1 Health and Safety
 18. prioritising the sanitation of areas of the school where incidents occur

Person Specification

Specific Requirements

This post is subject to an Enhanced DBS Check within the legislative framework of the Disclosure and Barring Service

- The post is subject to completing Level one of Health and Safety responsibilities
- The post is also subject to attend any identified training to further their development

Qualifications and Experience

- Previous customer service experience desired but not essential
- First aid qualification desirable – not essential – post holder will be expected to achieve

Required Skills & Abilities

- Ability to demonstrate good communication skills
- Ability to work as part of a team
- Understand the rules of strict confidentiality and safeguarding practices of the Federation
- To be flexible and adaptable to the wide range of duties undertaken
- Willingness to undertake training and learn new systems
- Ability to deal appropriately with potentially distressed and/or aggressive pupils in person
- Ability to act as the first point of contact for the school presenting a professional and friendly manner to all who come into the school

Agreement

This Job Description is not your Contract of employment or any part of it.

It is prepared for the purposes of schools' structures and may change either as your Contract changes or as the organisation of the Federation is changed. All changes will include a consultation period.

This document must not be altered once it has been signed. This document will be reviewed annually by the Governing Body of the Federation of Moorlands and Park Lane Primary Schools.

Signed - Post Holder	
Date	

Signed – Executive Headteacher	
Date	

Reading Borough Council Job Specification	Department/Directorate: DECS Park Lane Primary School
Job Title: Lunchtime Assistant	Post Reference No:

Qualifications/Education/Training:

Essential None

Desirable Current First Aid qualification

Experience:

The Lunchtime Assistant should have experience of supervising children as a parent or carer and possibly working with groups of children on a voluntary or paid basis

Skills and Abilities:

- Excellent verbal communication skills with children/ understanding of the needs of young children
- Ability to use own initiative
- Ability to work as part of a team and individually
- Willingness to learn and attend and apply training provided
- Enthusiastic
- Flexible, adaptable and reliable
- Inspire trust and confidence in children;
- Encourage high standards of pupil behaviour at all times;
- Liaise with staff in a professional manner; observe the boundaries of the role, and respect confidential information;
- Initiate and play games and activities appropriate to the age of the children;
- Relate to children on their level
- Remain calm in a crisis.
- Understand the importance of confidentiality
- Awareness of Health and Safety
- Awareness of Safeguarding
- Able to model good behaviour
- You will be confident in a range of situations

Might also be able to:

- Communicate effectively (both orally and in writing) to an appropriate standard;
- Recognise behaviour giving cause for concern, and inform teaching staff;
- Teach play activities to other lunchtime assistants.

The successful candidate will be expected to,

- work within all school procedures and policies
- support and promote the school's ethos, values and aims
- respect confidentiality
- report to the Head Teacher as and when required

Specific Working Requirements:

None