

Lunchtime Assistant

Post: Lunchtime Assistant

Responsible to: Senior Lunchtime assistant, Deputy Headteacher

Hours: 12:00 – 1.30 Monday – Friday during school term time

Duties

This job description describes in general terms the normal duties which the post holder will be expected to undertake. However the job or duties may vary or be amended from time to time without changing the level of responsibility associated with the post.

Each lunchtime assistant will be allocated areas and children for whom (s)he will be responsible each day. This could vary from day to day on a rota basis. Although the area will be divided so that each assistant looks after a specific group or area each day (s)he must be prepared to accept a variation if any emergency calls another lunchtime assistant away.

The main areas of work responsibility will be the dining room and the playgrounds and fields or areas of the school used during the dinner break, including areas where the children wait or queue for their meal. A good standard of behaviour is needed and it is important that this should be maintained throughout the dinner period which should be a pleasant time for all concerned.

The lunchtime assistant must act as a responsible caring adult with the health, safety, and welfare of the children always in mind; must show conduct which commands respect; and must see that the children behave at all times sensibly and quietly.

The lunchtime assistant must be aware of how to get access to the first aid equipment and to the telephone, and of the fire evacuation procedures in the event of it not being possible to contact, in an emergency, the Senior Lunchtime Assistant or the Head Teacher

Specific responsibilities

The post holder will be responsible for the organisational management of children and the supervisory staff during the lunch break. This through effective allocation of duties to a team of lunchtime supervisors in consultation with the other Senior Lunchtime Supervisor and overseen by the Deputy Head teacher

- To line manage Midday Supervisors
- To supervise children at lunchtime
- To organise activities on the playgrounds
- To supervise children in the dining room

Supervision outside dining areas

1. Arrange supervision so staff move around amongst the children within the area you are covering.
2. Ensure acceptable standards of behaviour are maintained.
3. Try to avoid children hurting themselves or damaging property.
4. Encourage the children to play, and help them to play co-operatively, being prepared to initiate or supervise their games.

General

- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Standards and Quality Assurance

1. Support the aims and ethos of Christ the King Catholic Primary School as expressed in the school's Mission Statement.
2. Set a good example in terms of dress, punctuality and attendance.
3. Be proactive in matters relating to Health and Safety.
4. Be prepared to undertake such in-service training as will enable the postholder more efficiently to carry out the role and better to assist the children.

Career Development and Performance Management

The Lunchtime Assistant is entitled to:

1. an annual review of performance at which this job description will be reviewed;
2. access to in-service training which will enable the postholder to develop his or her skills for their own personal benefit as well as for the benefit of the school.