|  |  |  |
| --- | --- | --- |
| **Role** | **Grade** | **Reports to** |
| Lunchtime Support Assistant | Grade 2 | Headteacher |

**Main purpose of the job:**

To provide high quality support over lunchtime, supporting healthy eating, a range of lunchtime clubs, feeding and changing students as appropriate.

**Key relationships:**

The post holder reports to the Senior Lunchtime Organiser, Senior Leadership Team, and relevant Teaching staff.

**Please note that whilst this job description gives an indication of the key responsibilities, it is not intended to provide an exhaustive list.**

**Main accountabilities:**

* To help create an atmosphere so that the meal and lunchtime recreation is a pleasant experience for pupils and staff.
* To supervise students in the dining area/s and elsewhere as required by the Head teacher.
* Attend to the physical needs of students as required such as, feeding, toilet needs, changing and hand washing.
* To support students in tutor time or daily act of worship as appropriate.
* Develop good professional relationships with students and other staff members.
* To attend regular staff meetings.
* To undertake full induction training and attend ongoing regular training sessions.
* Undertake activities with groups of students during lunchtime clubs eg football, outdoor play, magazine club, art club, sensory story club.
* To assist at tables and to support student food choices and development skills.
* To report serious incidents and accidents to Senior staff.
* Taking students who have minor accidents or are unwell to seek first aid where necessary, and if first aid is not necessary, comforting and reassuring them.
* To ensure that equipment is maintained and put away, both in and out of the dining hall, including the movement of tables and chairs.
* To become familiar with all aids and equipment used in school after relevant training, including the use of hoists to move pupils, and to be able to use the equipment safely and in a way which maintains the dignity of the students.
* Responsible for implementing policies and procedures relating to standards of Education, Health and Safety and Care and to carry out those procedures competently.
* To carry out all the policies in the staff handbook after training, maintaining procedures in line with statutory regulations, Health and Safety, Manual Handling, etc.
* To converse at ease and provide advice in accurate spoken English is essential for the post.

**All employees in the Trust are expected to:**

* Support the vision, values and objectives of the Trust and demonstrate a collaborative, team working approach to school and Trust improvement https://prospere.org.uk/about-us/vision-values
* Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate
* Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person
* Promote and act in accordance with the Code of Conduct and all school / Trust policies including the Health and Safety Policy, Equality Policy and Data Protection Policy
* Effectively represent the Trust when liaising with contractors and outside agencies/organisations
* Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents and colleagues
* Take responsibility for personal professional growth and development, keeping up-to-date with national research, engaging proactively with nationally recognised career frameworks and professional organisations
* Attend Trust and school events as required and make a positive contribution during such events
* Attend regular meetings before and after Trust hours, including morning briefings
* Carry out duties other than those listed in the job description under the direction of the headteacher where the post holder has appropriate qualifications and has received appropriate training

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

|  |  |  |
| --- | --- | --- |
| **Person Specification** | **Essential / Desirable** | **Assessment stage** |
| **Qualifications** | | |
| Hold a First aid qualification | Desirable | Application |
| Enhanced DBS (Disclosure and Barring Service) check | Essential | Pre employment |
| **Knowledge and Experience** | | |
| The ability to understand as well as supervise children and young people | Essential | Interview |
| Experience of working with children/young people with communication, severe, profound or complex learning difficulties | Desirable | Application, Interview |
| Ability to attend to students’ personal needs, including pastoral, social, health, physical hygiene i.e. toileting and changing, minor first aid and welfare matters | Desirable | Application, Interview |
| Ability to develop good working relationships with all contacts | Essential | Interview |
| To be aware of policies and procedures relating to child protection, health and safety and security, confidentiality and data protection | Desirable | Interview |
| To communicate clearly and be able to understand written and verbal instructions | Essential | Application, Interview |
| **Behaviours and Values** | | |
| Ability to relate well to children and adults | Essential | Interview |
| Ability to work as part of a team or individually | Essential | Interview |
| Personal commitment to self-development | Desirable | Application, Interview |
| Self-motivation and personal drive to complete tasks to required time scales and quality standards | Essential | Application, Interview |
| Willingness to work flexibly and to undertake any other duties which contribute to the delivery of Trust Services | Essential | Interview |
| Demonstrates a collaborative, team working approach focused on improvement and supporting the vision, values and objectives of the organisation | Essential | Interview |
| Demonstrate a commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection | Essential | Interview |

**Review and Amendment:**

This job description is normally reviewed annually as part of the appraisal cycle. If significant changes are required, it may be amended following an individual consultation process.

All staff are expected to carry out their duties with due regard to current and future Trust and school policies, procedures, and relevant legislation. These will be drawn to your attention during the recruitment process, induction, staff handbook, ongoing performance development and through Trust communication.