

JOB DESCRIPTION

READING BOROUGH COUNCIL	Department/Directorate: Education
Post Reference No: N/A	Location: Thameside Primary School, Harley Road, Caversham, Reading RG4 8DB
Job Title: Lunchtime Support Assistant	Grade/Salary Range: RG2 SCP 3-4

JOB PURPOSE

To supervise pupils on the school premises during midday break, ensuring that the children eat meals safely and behave appropriately both in the dining hall and on the playground
The following describe the key functions are not intended to be exhaustive

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Accountable to: Lunchtime Supervisor in the first instance but School Business Manager overall.

MAIN DUTIES AND RESPONSIBILITIES

Escort pupils to and from the dining area, as necessary;

Ensure that pupils having a school lunch are in the dining hall at the correct time;

Help younger pupils at the counter with the proper use of cutlery, and encourage them cut up their food when necessary;

Assist pupils with the return of used plates, trays, cutlery and beakers, and with the cleaning of tables when lunch is finished;

Supervise pupils eating food brought from home, and ensure that all packed-lunch equipment is cleared away after use;

Report to the senior midday supervisor and class teacher any child whose diet may give rise for concern;

Take charge of groups of children in the playground or the classroom, depending on the weather;

Devise and initiate constructive play opportunities for children when required;

Ensure that children remain within a safe environment, and that they play safely;

Set suitable behaviour standards in line with school policy;

Have an awareness of the school's policy on child protection

Help children acquire social skills and encourage them to make good choices;

Attend to minor accidents sustained during the midday break, and seek appropriate assistance if necessary;

Attend to any pupil who becomes ill during the midday break, and again seek appropriate assistance;

Report to the senior midday supervisor any acts that constitute serious infringements of school rules;

Liaise effectively and professionally with staff, teachers and parents, as required;

Report any accidents, injuries or near misses on the incident/accident report forms;

Attend training, as required.

SPECIAL/OTHER REQUIREMENTS or RESPONSIBILITIES OF THIS POST

What level of DBS check is required for this post? ENHANCED WITH CHILDRENS BARRED LIST CHECK

Does the post require a Protection of Vulnerable Adults (POVA) check? NO

Does the post require a Protection of Children Act (POCA) check ? NO

What other security/safer recruitment clearances are required for this post (*excluding standard identity/work permit/education qualification checks*)? - please specify
None

Is this post 'politically restricted'? NO

What Level H&S Responsibilities are applicable to this post? Level 1/2

Please specify responsibility for implementing the Council's risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognised and that actions are taken and monitored to mitigate risks identified
n/a

Please specify below any other Statutory Duties and/or responsibilities of this post not already covered in the 'Main Duties and Responsibilities' above
n/a

PERSON SPECIFICATION

Reading Borough Council	Department/Directorate: Thameside Primary School
Job Title: Lunchtime Controller	Post Reference No: N/A

Qualifications/Education/Training:

A good standard of writing and spelling (for first aid reporting)

Experience:

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:

- Be able to work as part of a team and on own initiative;
- Awareness of risk and identify potential hazards and take remedial steps to safeguard children;
- Encourage children to play safely and to be respectful towards each other;
- Assist children to reflect and make better choices for themselves;
- Inspire trust and confidence in children;
- Encourage high standards of pupil behaviour at all times;
- Initiate games and activities appropriate to the age of the children;
- Relate to children on their level;
- Remain calm in a crisis and have a calming influence on children;
- Communicate effectively (both orally and in writing) to an appropriate standard;
- Recognise behaviour giving cause for concern, and inform teaching staff;
- Be able to deal with minor first aid incidents
- Have an awareness of children with behavioural or complex needs and safeguarding children policies.

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 Headteacher as and when required

Specific Working Requirements:

None