



NORTHERN PARADE (FEDERATED) INFANT & JUNIOR SCHOOL

'Eager to learn ~ Live to learn'

JOB DESCRIPTION

JOB TITLE: LUNCHTIME ASSISTANT

REPORTS TO: Year Group Leader / Assistant Headteacher

Northern Parade (Federated) Infant and Junior Schools are committed to safeguarding and promoting the welfare of children, and young people, and expect all staff and volunteers to share this commitment. CRB Disclosure at Enhanced level will be required prior to any offer of employment.

JOB PURPOSE

- To ensure the security, safety, health and well-being of pupils during the lunchtime break.
- Meet the expectations set out in the school's Staff Code of Conduct.

DUTIES AND RESPONSIBILITIES

Main duties

- Supervision of and interaction with children in the dining areas, classrooms, playground or other parts of the school premises during the lunchtime period.
- To ensure the maintenance of happy relationships, good behaviour and safe conduct, upholding the school's Behaviour policies.
- To promote a healthy lifestyle eg. eating of a well-balanced and appropriate sized lunchtime meal and encouraging physical exercise eg. Hockey, football, skipping.
- To assist with associated ancillary duties eg. cleaning and clearing up, tidying tables and chairs, assisting children with their lunches such as, cutting up food and opening packaging.
- To offer care and empathy, carrying out minor first aid duties as required for pupils who are injured or unwell.
- To work with kitchen staff and school staff as appropriate, to ensure a smooth, effective and professional lunchtime service is provided.
- To carry out other duties relating to lunchtime supervision as required by Assistant Headteachers, Dragons Den Team or other designated member of staff.

School specific

- Each Lunchtime Assistant to have read the school policies relevant to the job of lunchtime supervision as provided.
- Lunchtime Assistants will have responsibility for particular groups of children or dining areas, being accountable for the children in their care while they are eating their lunch,

but also in cloakrooms, corridors and the playground. All Lunchtime Assistants will have a general responsibility for any of the pupils in the school as required.

- Lunchtime Assistants must be vigilant and cover all areas of the playground at all times to ensure the safety of pupils, wherever possible, involving themselves in the children's play and encouraging them in their games and their activities.
- At the end of outdoor play periods Lunchtime Assistants remain with their children until the Classteacher resumes responsibility for the class.
- Close liaison between teaching staff and lunchtime staff is vital and good channels of communication regarding activities, accidents and pupil welfare must be promoted.
- On wet days, children will be looked after in their classrooms. Appropriate activities will be designated by the Classteacher. Good behaviour should be maintained and classrooms left tidy ready for the afternoon school session.
- The taking of leave is clearly referred to in the contract of employment and as stated in the contract is subject to local conditions, therefore leave will not normally be allowed to be taken during the course of any school term.
- Within the terms of pay and conditions document Lunchtime Assistants are required to attend in-service training sessions as requested.
- Lunchtime Assistants should arrive at the school in time to collect/supervise children in their care at the beginning of the relevant lunch break and return them safely at the end.
- All staff have a commitment to their own professional development, to be an important part of the school community and to be a part of the general life of the school.

Conditions of service :- up to seven and a half hours per week, term time only (depending upon employment in the Infant or Junior School).

* This represents a contract where a full academic year is comprised of 200 days. This includes all sessions when the school is open and the children are in attendance, with the balance of the days to be worked as extra hours in term-time e.g. Inservice Training Days or at the beginning or end of the main school holidays (the actual details to be agreed between yourself and the Head of your school, subject to the needs of the school being paramount).

School specific :- N.B. Lunchtime Assistants are employed for the duration of the school dinner break plus a short amount of time (to ensure preparation/collection and debrief/handover) and, in the event of that dinner break altering, the hours may be adjusted after due notice.

Pay Scale :- Pay Band 1

This job description may be amended at any time in consultation with the postholder.

To be reviewed regularly as part of the Appraisal Process.



PERSON SPECIFICATION : LUNCHTIME ASSISTANT

Criteria	Specifics
Qualifications & experience	<ul style="list-style-type: none">• No specific qualifications required• Working with groups of children on a voluntary or paid basis• Supervising children (e.g. employment, as parent or carer)
Skills & knowledge	<ul style="list-style-type: none">• Work as part of a team or individually• Inspire trust & confidence• Encourage high standards of pupil behaviour at all times• Liaise with staff in a professional manner• Observe the boundaries of the role & respect confidentiality• Understand safeguarding responsibilities & requirements• Initiate games & activities appropriate to the age of the children• Relate to children on their level• Communicate effectively (both orally & in writing)• Remain calm in a crisis
Personal qualities & attitudes	<ul style="list-style-type: none">• Calm under pressure• Good communication skills• Creative, resourceful• Empathetic, tolerant & respectful• Encouraging e.g. with eating or playing• Keenness to play a strong part in the wider life of the schools & the Trust