Hylton Castle Primary School

Job description: Lunchtime Assistant

# Job details

**Salary:** Grade 1

**Hours:** 5 hours

**Contract type:** term time only, permanent

**Reporting to:** OPAL Leader

**Responsible for**: n/a

# Main purpose

A lunchtime assistant will be part of a team that is responsible for supervising pupils and the school’s premises during the lunchtime break to ensure that the break runs effectively and that the safety and welfare of pupils is maintained.

# Duties and responsibilities

Supervision

* Supervise pupils in in the lunch area, playground and classrooms (for wet play)
* Encourage pupils to eat their lunch and monitor those who don’t, reporting any concerns to the class teacher
* Monitor pupils that aren’t engaging in play and feedback any concerns to class teachers

Organisation

* Manage pupils’ entrance and exit from the lunch area in an orderly manner
* Clean up food and water spillages
* Get out resources
* Neatly today away/store resources

Health and safety

* Observe pupils and the environment and take action to minimise any identified health and safety risks
* Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider
* Record details of incidents in line with the school’s reporting procedures
* Be aware of and support pupils with medical/dietary needs
* Promote the school’s policy around healthy eating to pupils
* Feed back concerns relating to pupils’ health and safety to a senior member of staff

Behaviour

* Report any incidents of serious misbehaviour to the relevant staff member, in line with the school’s behaviour policy
* Take necessary action to minimise disruption and harm to pupils, in line with the school’s behaviour policy
* Make sure children tidy up after themselves in the lunch area and when using play resources/equipment
* Follow any directions from class teachers on supporting specific pupils with challenging behaviour
* Encourage children to be polite at all times
* Encourage children to use a knife and fork when eating
* No member of staff is expected to shout at any pupil

Play

* Organise play activities to encourage pupils to play and make use of play equipment
* Offer educational instruction where needed to help pupils to share play equipment
* Help to resolve issues between pupils during play activities

Safeguarding

* Make sure pupils remain on the school premises during the lunchtime break
* Look out for any unidentified visitors approaching the school and follow the school’s procedures for approaching/reporting individuals
* Report any concerns to the designated safeguarding lead, or a deputy, asap
* Have due regard for confidentiality and child protection procedure

# Other areas of responsibility

* Read and follow the relevant school policies
* Undertake training required to develop in the role
* Work as part of the lunchtime staff team
* Assist in the domestic care and general welfare of pupils in respect of toileting and changing; and using specialist equipment where necessary (for which relevant training will be provided if required)

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that a lunchtime supervisor will carry out. The postholder may be required to do other duties appropriate to the level of the role.

# Person specification

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| criteria | qualities (Essential) | qualities (desirable) |
| **Qualifications  and training** |  | * First aid training (or willingness to complete it) * Playworker Level 2 or above |
| **Experience** | * Recent experience working with people * Working and collaborating within a team | * Working with children or young people, ideally in an education or playwork setting |
| **Skills and knowledge** | * Ability to respond quickly and effectively to issues that arise * Ability to use own initiative and take action accordingly * Effective communication with adults and children * Ability to follow instructions from senior team members * Ability to have a firm but fair approach to handling behaviour issues in line with the school’s policies * Ability to build effective working relationships with colleagues |  |
| **Personal qualities** | * Commitment to supporting and understanding pupil needs * Uphold and promote the ethos and values of the school * Maintain confidentiality at all times * Commitment to safeguarding, equality, diversity and inclusion * High expectations of yourself and others |  |

# Notes:

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

Headteacher/line manager’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postholder’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_