

JOB DESCRIPTION

JOB TITLE: LUNCHTIME ASSISTANT

GRADE: PAY BAND 1

DEPARTMENT: EDUCATION SPORT AND CULTURE

LOCATION: LAXEY PRIMARY SCHOOL

RESPONSIBLE TO: EXECUTIVE HEADTEACHER

REPORTS TO: EXECUTIVE HEADTEACHER

JOB PURPOSE

Under the direction of the Executive Headteacher, the post holder is required to support pupils remaining in school during the lunchtime period ensuring that their security and safety at all times.

Dealing with any incidents which may arise including providing first aid attention.

Providing care and support for pupils at all times which may include one to one support for a particular child with special educational needs and/or supporting groups of children with special educational needs, encouraging play activities and building positive relationships with pupils.

Liaising with teaching staff on play equipment for use at lunchtime, both out in the playground and on wet days in whatever area(s) designated for lunchtime use.

Making effective use of incentives and sanctions as agreed within the school and in accordance with the School Behaviour policies, maintaining status and authority with the pupils.

MAIN ACTIVITIES

1. General Duties

The Lunchtime Assistant is responsible for:-

- Ensuring that pupils have used the toilet and washed their hands before entering the dining room. Likewise, that they are also clean and tidy before returning to their lessons.
- Assisting with the feeding of children and their personal hygiene, including toileting and changing as required.
- Supervising pupils on site throughout the lunchtime period, for example, in the dining room encouraging good manners and in the playground.

- Maintaining safety, welfare and discipline of pupils throughout the lunchtime period under the direction of the Executive Headteacher, including in the playground, or on wet days, such areas of the school as may be designated for use.
- Cooperating with teaching staff who may be on duty at the time.
- Directing pupils to free tables and ensuring that tables are fully cleaned each time, encouraging pupils to eat the school meal or packed lunch from home; assisting where needed in cutting up foods, opening packets etc. Some training in the use of a knife and fork may be required for younger pupils.
- Monitoring standards of behaviour and correcting if necessary, remembering that it is the pupils' free time and some leeway should be allowed. Pupils should, however, be encouraged to speak quietly amongst their own table whilst in the dining room.
- Promoting positive play, skipping or other similar activities in the playground.
- Maintaining positive working relationships with colleagues and pupils/students.
- Informing the Executive Headteacher of any concerns or difficulties with any of the pupils, having an awareness of learning disabilities and/or challenging behaviour. Physical restraint or punishment in any form must not be used at any time.
- All knowledge about individual pupils is confidential and must not be discussed outside school.
- Ensuring personal skills and knowledge remain up to date and undertaking relevant training around skills, H&S, or relevant practice issues and reporting deficits to the Executive Headteacher.
- Attending meetings and training sessions as arranged

2. Health and Safety The Special Needs Ancillary Helper is responsible for:-

- Attending to any minor injuries and reporting same as directed, seeking immediate assistance for more serious injuries and ensuring all incidents are logged in the accident book. Any bumps to the head (however small) should be brought to the attention of the Class Teacher when pupils return to the classroom for afternoon school.
- Ensuring that all duties are carried out within defined standards of safety.
- Maintaining safety and cleanliness so as not to endanger the safety of others or self.

- Being familiar with the relevant risk assessments.
- Clearing any accident or spillage using caretaking equipment provided for such purpose.

3. Other Factors

- Being familiar with the School’s Health and Safety and Behaviour Policies
- To work constructively and flexibly as a team member by undertaking other tasks appropriate to the grade and role.

SAFEGUARDING

The Department of Education Sport and Culture is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact and to adhere to, and ensure compliance with, the Protecting Children Board Child Protection procedures and the school’s Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the designated Child Protection Officer.

Job Description Agreed by:-

FULL NAME (Lunchtime Assistant).....(please print)

Signed

FULL NAME (Line Manager)(please print)

Signed

Date