



Lunchtime Assistant

Overview

Job title: Lunchtime Assistant.

Salary: Grade 1 (£20,258 Full Time Equivalent)

Contract type: Temporary/Fixed-term until Friday 30th June 2023. 8.75 hours per week.

Hours: 11:30am - 1:00pm.

Reporting to: Assistant Headteacher - Behaviour, Attitudes, Personal Development and Safeguarding/Lunchtime Supervisor.

Lunchtime Assistant

Job Description

A Summary of the Main Purpose of the Job

The main purpose of the 'Lunchtime Assistant' role at Florence Melly Community Primary School is to assist the school in securing the safety and welfare of pupils during lunchtimes. This will involve effective supervision of pupils in the school dining hall, around the premises and outside on the school playground.

Main Duties and Responsibilities

Supervision and control of pupils in the dining areas, including:

- Where appropriate, assist/supervise pupils with their general hygiene requirements.
- Organising the dinner queues and entrance/exit of pupils into and out of the dining hall to the playground.
- Setting high expectations for behaviour and creating a calm and welcoming atmosphere in the dinner hall.
- Sharing responsibility with other Lunchtime Assistants for the maintenance of order and discipline in the dining hall.
- Rewarding positive behaviour in line with the school's behaviour policy.
- Effectively dealing with any inappropriate behaviour, in line with the policies set out by the school.
- Seeking assistance with instances of extremely poor behaviour and reporting these to a member of the Senior Leadership Team.
- Encouraging pupils to eat their lunch (including those with packed lunches).
- Supporting pupils with SEND needs with eating their lunch - providing an inclusive and supportive environment.
- Being aware of pupils on special, cultural, or restricted diets for medical reasons, from information provided by the school.
- Assisting pupils with cutting up food, pouring liquids etc (where necessary).

- Encouraging social skills and good table manners, ensuring that pupils use knives and forks safely.
- Ensuring that pupils take responsibility for tidying up after themselves/reinforcing positive habits.
- Cleaning up spillages when food is spilt or dropped, where such spillages are hazardous to pupils and/or staff.
- Dealing with any body spillages in the dining hall in accordance with infection control procedures and ensuring that pupils get any first aid treatment they may require.
- Sharing the responsibility with other Lunchtime Assistants for cleaning the dining hall floor and putting away dining tables/chairs at the end of the dinner service.

Supervision and control of pupils in the playground and other areas of the school premises, including:

- Directing pupils to the playground and supervising the activities on offer and their behaviour.
- Ensuring the pupils' safety and wellbeing, providing emotional support where necessary.
- Proactively preventing poor behaviour, being aware of changes in friendships, encouraging socialising and participating in games and play.
- Discouraging any dangerous activities or games and dealing with any unacceptable or challenging behaviour by following the School's behaviour policy.
- Ensuring that pupils are appropriately dressed for the prevailing weather conditions (where necessary).
- Modelling positive behaviour by speaking calmly to the children at all times.
- Supervising and managing the school site during the lunch break to ensure that the children do not leave the playground without permission/authorisation.
- Monitoring and challenging any visitors who may enter school premises during the lunch break. in accordance with school guidelines,
- Being observant to any loiterers outside of the school gates and report to any incidents to the Senior Leadership Team.
- Reporting any incidents of poor behaviour outside to the designated line manager.

Associated Ancillary Duties

- Checking toilet areas regularly to ensure children are not loitering or playing in toilet areas.
- Reporting any damaged facilities or blockages to the appropriate staff.
- Ensuring that any pupils who injure themselves are dealt with appropriately in accordance with the school's agreed procedures.

Child Protection

- To have due regard for safeguarding and promoting the welfare of children in accordance with the school's Child Protection/Safeguarding procedures.

General/Other Responsibilities

- Any other reasonable duties necessary to ensure the smooth and effective running of our school.
- Supervise pupils in the playground and plan and organise play time activities.
- Undertake relevant and appropriate training during contracted hours.
- The post-holder may have some intimate care tasks, depending on the needs of the children.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post, as directed by the Headteacher.

Lunchtime Assistant

Person Specification




Criteria	Essential	Desirable
Qualifications		
Level 2 Food Hygiene Certificate	<input checked="" type="checkbox"/>	
NVQ Level 1 Teaching Assistant or Equivalent.		<input checked="" type="checkbox"/>
Any other relevant qualifications.		<input checked="" type="checkbox"/>

Professional Development	Essential	Desirable
Evidence of recent professional development relevant to the post.		<input checked="" type="checkbox"/>
Successful completion of relevant safeguarding training.	<input checked="" type="checkbox"/>	
Successful completion of relevant paediatric first aid training.		<input checked="" type="checkbox"/>

Knowledge and Experience	Essential	Desirable
Relevant and recent experience of working in an educational setting.		<input checked="" type="checkbox"/>

Professional Attributes	Essential	Desirable
Demonstrate an awareness and empathy of the needs of the pupils at Florence Melly Community Primary School and how these needs could be met.	<input checked="" type="checkbox"/>	
To show a commitment to the school's DREAMS core values.	<input checked="" type="checkbox"/>	
Effective written and verbal communication skills.	<input checked="" type="checkbox"/>	
Show a strong commitment to good attendance.	<input checked="" type="checkbox"/>	
Good communication skills.	<input checked="" type="checkbox"/>	

Personal Qualities	Essential	Desirable
To be patient, kind, considerate and with a determination to meet the needs of the pupils.	<input checked="" type="checkbox"/>	
To be reliable.	<input checked="" type="checkbox"/>	

Consistently promote Florence Melly Community Primary School's strong educational philosophy and values.		
Inspire, challenge and motivate pupils and colleagues.		
Build and maintain quality relationships through interpersonal skills and effective communication.		
Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others.		
Commitment to safeguarding and equality.		

IF YOU CAN DREAM IT, YOU CAN DO IT!