



LUNCHTIME ASSISTANT JOB DESCRIPTION

Purpose of the job

To ensure the safety, welfare and good conduct of pupils during the midday break periods in accordance with the practices and procedures of the Local Authority. The post holder will normally work as part of a team and will always be under the direction of senior staff.

Key tasks

- Supervision of pupils in the dining areas, playgrounds and other parts of the school premises
- To ensure standards of behaviour are maintained
- Initiate lunchtime activities and games to engage children in safe play
- To assist in dealing with problems arising from unruly behaviour in accordance with the School's Positive Behaviour Policy
- To carry out other duties relating to lunchtime supervision as required.
- To assist with associated ancillary duties (e.g. cleaning up spillages, ensuring tables are clean, putting out and clearing away tables etc)
- To ensure school security regulations are upheld
- To change clothes, clean and care for personal cleanliness of the children as appropriate
- Monitor First aid. Administer First Aid if trained. Record incidents in line with school Incidents procedure, reporting any relevant incidents to the class teacher or senior member of staff.
- Any other duties which reasonably fall within the scope of the post
- Be aware of the School's Health & Safety Policy and other related policies and ensure areas of responsibility are adhered to.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection. Reporting all concerns to an appropriate person.
- Be aware of and comply with the Staff code of conduct and Staff handbook.
- Be aware and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings and training, as and when required