

THE FEDERATION OF HEATHFIELD AND ST FRANCIS

The Federation of Heathfield and St Francis is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure Barring checks along with other relevant employment checks. Our purpose is to enable pupils with Special Educational Needs to maximise their potential in all areas of their development. As a school community we celebrate achievement and always aim for progression.

LUNCHTIME SUPERVISORY ASSISTANT (LTSA)

This document should be read in conjunction with the Lunchtime Supervisory Assistant role profile determined by Hampshire County Council (attached).

Main Purpose of the Role

To ensure the protection, safety, welfare and good conduct of pupils during the midday break, in accordance with school policies.

Main Responsibilities

- Embrace the federation's vision and values.
- Be vigilant in taking responsibility for safeguarding children and comply with the schools safeguarding policy.
- Provide support for pupils' welfare and personal/intimate care.
- Supervise pupils in the dining areas, playgrounds or other parts of the school.
- Assist in the management of behaviour in accordance with school policies.
- Assist pupils to perform with maximum independence in social skills, communication, eating and mobility.
- Undertake duties associated with mealtime supervision such as:
 - implement feeding programmes as required;
 - take responsibility for meeting the needs of the children on an allocated table, ensuring that pupils sit in allocated seats as appropriate; and
 - perform a range of duties such as laying tables, pouring water, assisting children with cutting, cleaning up spillages, ensuring tables are clean etc.
- Facilitate and organise play activities according to the rota or in response to the children's interests/needs, and encourage pupils to participate as appropriate.
- Participate in planned and agreed meetings and training activities relevant to the post.
- Participate in staff duty rotas, and follow notes of guidance, in order to ensure that the needs of children are effectively met.
- Liaise with classroom staff in order to manage planned lunchtime activities effectively.
- Liaise with classroom staff in order to hand over any concerns affecting children's well-being.
- Liaise with parents and other professionals as required, under the direction of teachers.
- Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace.

GENERAL RESPONSIBILITIES FOR ALL STAFF

- All staff have a responsibility to work within the federation's Child Protection and Safeguarding Policies. Failure by a member of staff to report actual or reasonably suspected physical, sexual or emotional abuse or neglect of a child may be considered a disciplinary offence.
- All staff have a responsibility to maintain the health and safety of themselves and others within the performance of their duties in accordance with the organisation's health and safety policy and to undertake specific health and safety responsibilities as directed.
- All staff are expected to support a commitment to equality of opportunity.
- All staff are expected to work to the federation's policies and procedures and to act as positive role models for children and young people.
- As employees, all staff may gain knowledge of a highly confidential nature relating to the private affairs, diagnosis and treatment of pupils, information affecting members of the public, matters concerning staff and/or details of items under consideration of the charity. Under no circumstances should such information be divulged or passed to any unauthorised person or persons. This includes holding discussions with colleagues concerning learners in situations where the conversation may be overheard. Breaches of confidentiality will result in disciplinary action, which may involve dismissal.
- All staff are expected to use their utmost endeavours to promote the interests and reputation of the federation and any associated body.

The post is open to development in such directions as the Executive Headteacher, in consultation with the postholder, may determine in order that its objectives may be achieved.

The job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Signed:

Date: