

The Cathedral School of St Peter and St John RC Primary



JOB DESCRIPTION

JOB DETAILS:

Job Title:	Lunch Welfare Assistant
Grade:	Grade 1A (pts 2-3)
Directly responsible to:	Head Teacher / Class Teacher
Directly responsible for:	
Hours of Duty:	5 Hrs per week (Term Time Only)
Summary of Role:	
<p>To work under the instruction/guidance of a teacher, to provide specific work/care/support programmes. To enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area. To successfully contribute to and enhance the Catholic ethos of the school.</p>	
Main Duties and Responsibilities/Accountabilities:	
<u>Meal Time Supervision</u>	
1.	To ensure that pupils wash and dry their hands before taking a meal.
2.	To ensure the orderly conduct, queuing and controlled dispersal of pupils in the dining room.
3.	To provide social training for pupils, for example, table manners and the correct use of cutlery.
4.	To clear up spillage on tables and the floor of the dining room where a pupil has been sick or spilt his/her meal.
5.	To assist in taking food to the tables if so required by the Headteacher.
6.	To assist younger pupils in cutting up food.
7.	To ensure that crockery, beakers, cutlery and trays are taken to the returns area.
8.	To assist in the scraping of plates.
<u>Break Supervision</u>	
1.	To ensure that pupils behave in accordance with the school's Behaviour Policy.
2.	To prevent pupils from taking any action that might result in injury to themselves or other pupils.
3.	To ensure that pupils make proper use of toilets and cloakrooms.
4.	To ensure that pupils do not leave the school grounds without the permission of the Headteacher and/or the approval or knowledge of their parents.
5.	To inform the Headteacher immediately if a pupil leaves or is withdrawn from the school premises without approval.
6.	To undertake such additional duties as are reasonably commensurate with the level of this post.
<p><u>Safeguarding</u> The postholder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.</p>	

	To contribute and demonstrate a commitment to the City Council's Crime and Disorder Reduction Strategy
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Review Arrangements:

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this Job Description from time to time and will consult with the post-holder at the appropriate time.

Date Job Description prepared/revised:

September 2019

Prepared by:

Head Teacher

Agreed by Post-holder
