Job Profile
Lunchtime Assistant
Level 1

Job purpose:	To work under the direct instruction of teaching/senior staff, usually in the dining areas, classroom areas/hall and playground areas with other support staff To support access to learning for pupils, positive management of pupils and welfare during the lunchtime period.		
Reporting to:	Headteacher/School Business Manager/Teachers/Safeguarding Leads /other senior school staff / Lunchtime Supervisor		
Responsible for - Staff	None		
Liaising with:	Pupils, teachers, senior staff, visitors to the school		
Grade of post:	G2	**Gauge ref:**	A23287
Disclosure level:	Enhanced		

Job Outline
• Attend to the pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters • Supervise and support pupils ensuring their safety and access to learning • Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs • Promote the inclusion and acceptance of all pupils • Encourage pupils to interact with others and engage in activities led by the Welfare staff • Encourage pupils to act independently as appropriate • The general supervision of children with regard to behaviour and good table manners • Encouraging the children to eat their dinners • The supervision of children at all times during the lunch break period, including washing hands, lining up, collecting trays, moving around the building and playground areas • Responsibility for cleaning up dining hall spillages, packed lunch areas, etc. which need urgent attention. • Preparing the dining areas for lunchtime, i.e. putting out tables and cutlery • Putting tables away and ensuring the dining areas are swept and mopped • Supervising the toilet areas and children who are unable to play outside • Applying simple first aid and referring accidents to a First Aider. • Developing play and social activities • Reward pupil behaviour and attitudes positively through the agreed system

- Be aware of pupil problems/progress/achievements/behaviour and report to the teacher as agreed at the end of the lunchtime session
- Undertake pupil record keeping as requested in relation to health and safety, first aid and behaviour
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Support pupils to understand instructions
- Prepare and maintain equipment/resources as directed and assist pupils in their use e.g. the play equipment
- Be aware of and comply with the policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as may be reasonably directed
- Participate in training, other learning activities and performance development as may be reasonably directed
- To be aware of the schools behaviour policy ensuring it is implemented during lunch break, to ensure good conduct and discipline is maintained and provide activities for "wet play".
- Report any Safeguarding Concerns immediately to the DSL or DDLS

Other Specific Duties

To carry out the duties in the most effective, efficient and economic manner available.

To continue personal development in the relevant area.

To participate in the staff review and development appraisal process.

Health and Safety Training

To undertake Health and Safety Training on areas within the designated work area.

Schools Job Profile Acceptance Form
Lunchtime Assistant
Level 1
G2 – A23287

SIGNATURES / AUTHORISATION

Job profiles are general, rather than explicitly describing any particular role and staff would not necessarily be expected to carry out all of the activities described. However staff may also be expected to undertake some duties which are not detailed in the job profile.

I/we agree that this job profile is an accurate reflection of the duties, skills and responsibilities of the post.

Signed Governors:	.....	Date	.....
Signed Headteacher:	.....	Date	.....
Signed Jobholder:	.....	Date	.....
Print Name Jobholder:	.....	NI No:	.....
School Name:	.....		
DFES	.....		

Please sign and return to your manager.

Person Specification / Selection Criteria
Lunchtime Assistant
Level 1

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of working and interacting with children of a relevant age and learning need		D	A, I

B. Training and Qualifications

	Essential	Desirable	Source
NVQ level 2 or equivalent qualification for teaching assistant or willingness to work towards		D	A,I
Willingness to undertake basic first aid		D	A, I
Basic level of numeracy and literacy	E		A, I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Knowledge of basic Health and Safety		D	A, I
Some knowledge of children's games and activities		D	A, I
Understanding of child development and learning processes		D	A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to communicate with and relate well to children and adults	E		A, I
Ability to work under supervision and as a team member	E		A, I

	Essential	Desirable	Source
Ability to work in accordance with the schools health and safety policies	E		A, I
Ability to deal with minor injuries		D	A, I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I