

WESTFIELD COMMUNITY SCHOOL

LUNCHTIME ASSISTANT

Job Description

Job Title:	Lunchtime Assistant
Job Purpose:	To work under the direct instruction of senior staff, usually in the 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.
Line Management:	Pastoral Manager
Liaising with:	Headteacher, Senior Leadership Team, teachers, Support Staff,
Salary Scale:	Level 1 - Grade 2
Working Time:	Part-time 10 hours per week (term time only)
DBS Disclosure Level:	Enhanced

SUPPORT FOR PUPILS

- Attend to the pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- 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 lunch
- 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, etc. which need urgent attention (within a shared approach with the school kitchen staff)
- 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
- There may be occasions where you are required to work with a pupil one to one.

SUPPORT FOR THE TEACHER

- Ensure that classroom areas are ready for lessons after the lunch time period
- 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 FOR THE CURRICULUM

- Support pupils to understand instructions
- Prepare and maintain equipment/resources as directed and assist pupils in their use e.g. the play equipment

SUPPORT FOR THE SCHOOL

- 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
- Assist with the supervision of pupils out of lesson times at lunchtimes as may be reasonably directed

Experience:	• Working with or caring for children of a relevant age
Qualifications/ Training:	• Participate in development and training opportunities • Participate in First Aid Training • Level 2 TA qualification desirable but not essential
Knowledge Skills:	• Good numeracy and literacy skills • Basic knowledge of First Aid • Ability to relate well to both children and adults • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.