

JOB DESCRIPTION

Job Description:	Teaching Assistant Level 1 – Lunchtime Supervisor
Responsible to:	Executive Headteacher/ Executive Business Manager/ Head of School
Line Manager:	Pastoral Manager from relevant Key Stage
Grade:	G2 point 4
Hours:	Term time only
Conditions of Employment:	The appointment is subject to references, enhanced DBS and medical clearance
Job Purpose:	To work under the direct instruction of Pastoral Managers/ Senior Leadership Team over lunchtime to provide effective supervision of learners in the dining hall and other locations around the school site, including the school playground. Where appropriate to support learners with eating, hygiene whilst also ensuring their safety during the lunchtime period. Ensuring the dining hall is kept clean, tidy and free of spillages between sittings. The Aspire Federation has four sites based in Abram, Bryn, Hindley and Leigh. Whilst the post will initially be based at one site, please be advised that the post holder may be required to work across all of the federated sites.

The Governors and the Executive Headteacher of The Aspire Federation have made every effort to be accurate in this job description, but all applicants must accept the need for, and likelihood of changes in their job role and responsibilities. The Governors and Executive Headteacher will make every attempt to make changes in the spirit of the Job Description where this can be achieved without detriment to the best interests of the learners on roll and the efficient management of the school.

Main Areas of Responsibility:

- To establish good relationships with learners, acting as a role model.
- To respond appropriately to the individual needs of learners, including if required, to attend to learners' personal needs which may include aiding with toileting and dressing.
- To encourage learners to interact with each other.
- To support in preparing the dining room as directed in readiness for each lunchtime sitting.
- To assist with escorting learners around the school site.
- To support senior staff in managing pupil behaviour.
- To supervise learners throughout the lunchtime break in the dining hall, toilets, classrooms and school playground.
- To assist individual learners with eating if required.
- To clean spillages and ensure that tables are clean during meal times.
- To assist with first aid, sickness and other welfare issues.
- To be aware of the school's behaviour policy ensuring it is implemented during lunch break, to ensure good conduct and discipline is maintained and provide activities for "wet play".
- To have due regard for safeguarding and promoting the welfare of children in accordance with the schools safeguarding procedures.

Other specific duties:

- To carry out 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

All Employees have the Responsibility to:

Ensure any documentation produced is to a high standard and is in line with the Aspire brand style.

Be aware and comply with all policies and procedures relating to safeguarding, child protection, health and safety, confidentiality and data protection, reporting all concerns to the appropriate person, completing all relevant documentation.

Participate in training and other learning activities as required.

Participate in the Aspire Federation Performance Management process.



Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.

To represent the Federation at events as appropriate.

To support and promote the Federation ethos.

To undertake any other duties and responsibilities as required that are covered by the general scope of the post.

To undertake any other reasonable duties at the request of the Executive Business Manager.

The post holder may be required to work across any of the Federated School sites.

Signatures/Authorisation

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

Signed Executive Headteacher: _____ Date _____

Signed Head of School (Landgate): _____ Date _____

Signed Head of School (Oakfield): _____ Date _____

Signed Executive Business Manager: _____ Date _____

Created: September 2026

PERSON SPECIFICATION

Criteria	Essential	Desirable	Measured by:
Qualifications/ Training	Basic level of numeracy and literacy	NVQ level 2 or equivalent qualification for teaching assistant or willingness to work towards Willingness to undertake basic first aid	Application Form Interview
Experience		Experience of working and interacting with children of a relevant age and or learning need	Application Form Interview
Knowledge/ Understanding		Knowledge of basic Health and Safety Some knowledge of children's games and activities Understanding of child development and learning processes	Application Form Interview
Personal Skills, Abilities and Competencies	Ability to converse with and relate well to pupils with communication difficulties Ability to communicate well with adults Ability to work in accordance with the school's health and safety policies	Ability to deal with minor injuries	Application Form Interview
Legal Issues	Legally entitled to work in the UK		Application Form Interview ID