



## Lunchtime Assistant

### Job Description

#### Purpose of Job

<b>Post:</b>	Lunchtime Assistant
<b>Grade:</b>	Jigsaw Grade 1 SCP3
<b>Location:</b>	Fulwell Infant School Academy
<b>Responsible to:</b>	Head teacher/Business Manager/Senior Manager
<b>Job Purpose</b>	<p>To supervise the children throughout the lunchtime break and assist in the promotion of good behaviour management.</p> <p>Undertaking the traditional lunchtime supervisor role for Jigsaw Learning Trust including:-</p> <ul style="list-style-type: none"><li>✓ Attending all training arranged to support requirements and your development</li><li>✓ To work 1 hour and 20 minutes a day, 11.50am-1.10pm as determined by the Headteacher. (Please arrive in school 5 minutes prior to commencing duties)</li><li>✓ To attend 1 school trip in a year</li><li>✓ Attending the summer fayre</li></ul>

#### Principal Responsibilities and Duties

1. Check that all children have washed their hands before entering the dining hall and, where necessary, help the younger children to do so. COVID-19 hand washing regulations must be applied (use of soap and thorough washing lasting 20 seconds)
2. Ensure hand washing following any toilet trip and on return from the playground before lessons start.
3. Train children to use the cutlery correctly and to observe table manners.
4. Be responsible for the general standard of behaviour in the dining hall - to ensure that children are quiet and orderly, line up sensibly etc.
5. Help children who have eating/toilet difficulties e.g. cutting up meat or supporting intimate care procedures (changing clothes)
6. Ensure that all spillages of food or liquid both on the table and on the floor are cleaned up immediately in order to maintain a safe and hygienic environment.
7. Encourage the children to eat their meals and to try everything on their trays.



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8. Deal immediately with any hazards which could cause an accident in the dining hall or in classroom whilst children eat meals there.
9. Supervise the children at play, patrolling the yard/field, after they have left the dining hall and organise games for children.
10. Demonstrate flexibility in relation to covering different areas within the school.
11. Assist in the supervision of other activities during lunchtime including setting out and storing of relevant equipment.
12. Ensure the outside and inside areas are left tidy for the afternoon session.
13. Inform the Head Teacher or Deputy Head Teacher of concerns about unacceptable behaviour. **(Class teachers will be informed of incidents, if it is deemed necessary, by the Head Teacher).**
14. Inform the class teacher of any accidents/information regarding a child at lunchtime, before the afternoon session begins.
15. Display commitment to the protection and safeguarding of children.
16. Give immediate attention to accidents and report them as soon as possible to the person on First Aid duty.
17. Be prepared to undertake first aid training and act as a first aider should this be required.
18. Attend any training courses which the Head Teacher may consider appropriate to the duties of the job. **This may include First Aid at Work Training and Child Protection Training.**
19. Maintain the principles and procedures set out in the Schools' Mission Statement and Behaviour Policy.
20. Build up positive relationships with the children, staff and parents.
21. Work collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
22. Reflect upon and seek to improve personal practice.

### General requirements

1. To work term time accessing holidays outside of school term dates.
2. Attending and participating in training and development courses as required.
3. Attending meetings, liaising and communicating with colleagues in the school.
4. Being an effective role model for the standards of behaviour expected of pupils.
5. Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the trust board and governing body.

### Professional Values and Practice

1. Having high expectations of all pupils; respecting the protected characteristics including social, cultural, linguistic, religious, ethnic backgrounds and disability; and being committed to raising their educational achievement.



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2. Treating pupils consistently with respect and consideration, and being concerned with their development as learners.
3. In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
4. Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
5. Reflecting upon and seeking to improve personal practice.
6. Working within schools policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
7. Recognising equal opportunities issues as they arise in the schools and responding effectively, following schools policies and procedures.
8. Building and maintaining successful relationships with pupils, parents/carers and staff.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

The post holder must carry out their duties with full regard to the Council's Equal Opportunities Policy, Code of Conduct, Safeguarding Policy (in line with SSCB procedures) and all other Council Policies.

The post holder must comply with the Council's Health and Safety rules and regulations and with Health and Safety legislation.