

## Job Description

<b>Job Title</b>	<b>Lunchtime Assistant</b>		
<b>School</b>	<b>Seven Kings Primary School</b>	<b>Salary</b>	
<b>Hours</b>	<b>1hour 30mins daily (term time only)</b>	<b>Reporting to</b>	<b>Deputy Headteacher or Senior Lunchtime Leader</b>
<b>Purpose of Job</b>			
To ensure the security, safety and well-being, and care of the pupils of the school and to promote their social, emotional and physical development during the lunch time period.			
<b>Main Duties and Responsibilities</b>			
<p>1. <b><u>Supervision and Control of Children in the Dining Hall</u></b></p> <ul style="list-style-type: none"> <li>• To assist/supervise children with their general hygiene requirements.</li> <li>• To organise the dinner queue and entrance of children into and from the dining hall and from the dining hall to playground.</li> <li>• To ensure good behaviour and calm atmosphere at all times.</li> <li>• To deal with any inappropriate behaviour in-line with behaviour policy.</li> <li>• To report any incidents to the senior lunchtime leader or teacher according to the severity of the incident.</li> <li>• To monitor seating arrangements.</li> <li>• To encourage children to eat (including those with packed lunches), especially those with special needs or disabilities.</li> <li>• To be aware of children on special or restricted diets for medical reasons from information provided at the school.</li> <li>• To assist children with cutting up food, pouring liquids etc. where necessary.</li> <li>• To encourage social skills and good table manners, ensuring safety with knives and forks.</li> <li>• To ensure children tidy/clear up in a satisfactory manner.</li> <li>• To clean up spillages when food is spilt or dropped to avoid a hazard, including wiping tables.</li> <li>• To deal with any body spillages in the dining hall in accordance with infection control procedures.</li> <li>• To ensure accurate recording of accidents in the first aid book and/or accident report form as appropriate.</li> <li>• To comply with accident procedures and report to senior leadership team</li> <li>• To share responsibility with other Lunchtime Assistants for the maintenance of order and discipline in the dining hall area.</li> </ul> <p>2. <b><u>Supervision and Control of Children in the Playground and Around School Premises</u></b></p> <ul style="list-style-type: none"> <li>• To collect children and take them to the dining hall.</li> <li>• To ensure the children are adequately dressed for the weather conditions when going to the playground.</li> <li>• To supervise and control the children to ensure they do not re-enter the school without permission.</li> <li>• Facilitate play activities and supervise the children to ensure their safety and well-being.</li> <li>• To ensure equipment is used appropriately.</li> <li>• To ensure the getting out and clearing away of equipment is appropriate.</li> <li>• To prevent inappropriate behaviour.</li> <li>• Be aware of changes in friendships, encourage socialising, play, etc., initiating and participating in games.</li> <li>• Discourage any dangerous activities.</li> <li>• Deal with any unacceptable or challenging behaviour in line with school policy.</li> <li>• To support the work of the Playground Leaders</li> <li>• Report inappropriate behaviour by children to the Senior Lunchtime Leader or SLT.</li> <li>• Supervise and control children inside school premises during inclement weather, occupying children in various games and activities.</li> <li>• Ensure all children return to the care of teachers at the end of the lunch period.</li> </ul> <p>3. <b><u>Associated Ancillary Responsibilities</u></b></p> <ul style="list-style-type: none"> <li>• Check toilet areas regularly to ensure children are not loitering or playing in toilet areas.</li> <li>• Ensure that any children who are injured are dealt with appropriately in accordance with the school's agreed procedures.</li> <li>• Be aware of cultural differences between children, reporting any incidents of racism and sexism in accordance with the school's agreed procedures.</li> <li>• Assist with cleaning and cleaning the dining hall at the end of lunchtimes.</li> <li>• Set up the dining hall ready for lunchtime, which includes moving and setting up lunch tables, trollies.</li> <li>• Where required, deliver lunches to classes throughout the school, which will include climbing stairs to the 3<sup>rd</sup> floor.</li> </ul>			

#### 4. **Child Protection/Safeguarding**

- To have due regard for safeguarding and promoting the welfare of children and to follow the child protection procedures adopted by the school.
- Individuals have a responsibility for promoting and safeguarding the welfare of children.
- Check on any strangers who may enter the school premises in accordance with school guidelines, be observant of any loiterers and report the SLT/senior Lunchtime Leader.

#### **General**

- To ensure all tasks are carried out with due regard for Health & Safety.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos and values of the school.
- To set an example of personal integrity and professionalism.
- To attend appropriate meetings as directed by SLT.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school.
- Observance of the school's equal opportunities policy.

#### **Personal and Professional Conduct**

A Lunchtime Assistant is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standards for conduct throughout the school.

At Seven Kings School, we expect Lunchtime Assistants to maintain standards of ethics and behaviour within and outside the school by:

- Treating pupils with dignity, building relationships rooted in mutual respect, and at all time observing proper boundaries appropriate to the position.
- Having regards for the needs to safeguard children's well-being, in accordance with statutory provisions.
- Showing tolerance of and respect for the rights of others.
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Ensuring that personal beliefs are not expressed.
- Having regard for school policy and practice, ethos and values.
- Maintaining high standards in their own attendance and punctuality.
- Lunchtime Assistants must have an understanding of, and always act within, the role as set out in their job description.

Duties and responsibilities of the post may change over time as requirements and circumstances change.

The job description does not form part of the post holder's contract of employment