Job Description: Lunchtime Assistant

Job Purpose:

To supervise pupils who remain on the school premises during midday break, ensuring that the children eat meals safely and behave appropriately.

Responsible to: Lunchtime Assistant Team Leader

Duties:

The lunchtime assistant will:

• ensure that pupils wash their hands before they eat

• escort pupils to and from the dining area, as necessary

• ensure that pupils having a school lunch are in the dining hall at the correct time

• help younger pupils at the servery counter with the proper use of cutlery, and help them cut up their food when necessary

• assist pupils with the return of used plates, trays, cutlery and beakers, and with the cleaning of tables when lunch is finished

• encourage and support children to eat school or packed lunch

• supervise pupils eating food brought from home, and ensure that all packed lunch equipment is cleared away after use

• maintain a quiet calm environment in the dinner hall

• report to the class teacher any child whose diet may give rise for concern

• supervise groups of children in the playground or the classroom, depending on the weather

• devise, initiate and facilitate constructive play opportunities for children when required

• ensure that children remain within a safe environment, and that they play safely

• ensure play equipment is suitable and safe and any defects are reported to team leader

• maintain and clean play equipment

• set suitable behaviour standards in line with school policy

• help children acquire social skills

• attend to minor accidents sustained during the midday break, and seek appropriate assistance if necessary, completing written reports in line with school policy

• attend to any pupil who becomes ill during the midday break, and again seek appropriate assistance

• report to the team leader and when appropriate the Head of School, any incidents and/or disclosures under the Child Protection legislation

• report to the team leader any acts that constitute serious infringements of school rules

• liaise effectively and professionally with all staff members within school as required

• attend training, as required; this includes Child Protection, Active Playground, and any other appropriate training

• promote the school’s policy on equal opportunities and racist incidents

• This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a DBS check from the Disclosure and Barring Service.

• Oak Learning Trust safeguards and protects its students and staff by being committed to respond in accordance with Sunderland Local Safeguarding Board procedures.