



Job Description – Lunchtime Support Assistant

Post:	Lunchtime Support Assistant
Reporting To:	Senior Leadership Team/Operations Officer

Job purpose:

To ensure lunchtime is a happy, safe and secure time when pupils are encouraged to:

- Enjoy themselves and play in a controlled and sociable way with other children.
- Eat their meals showing good manners and appropriate behaviour at all times.

Objectives

- To build positive relationships and maintain the well-being of all children.
- To support children in developing play and social skills.
- To ensure the safety, wellbeing and security of all children at all times.
- To maintain discipline and support children in developing self-discipline.
- To support children in developing healthy eating habits and related skills.

Key Responsibilities and Tasks

Relationships

- To treat all children fairly and equally, adopting a friendly, polite and approachable manner at all times.
- Always listen to children's concerns and problems notifying the class teacher or head teacher should the need arise.
- To have an understanding of the processes concerning child protection and safeguarding, and to support school policy and practice.
- To recognise the need for confidentiality and respect all that you see and hear while in school.
- To pass on to the appropriate staff members any concerns you have about individuals or groups of children, whether this is related to behaviour, physical well-being or social relationships.
- To attend meetings where possible and necessary in order to support the regular exchange of information and ideas.

Play and Social Skills

- To encourage children to play in the playground, joining their game if and when necessary.
- To develop play skills through introducing or promoting games and activities inside and outside.
- To liaise with the other members of staff with regards play needs relating to equipment, organisation or timetabling.
- To keep children occupied during wet playtimes, or in cases of extreme hot or cold weather, using the equipment made available in each class.



Safety and Security

- To ensure the playground/field is ready for play by checking that all the gates are closed and inform the head teacher of any problems.
- To remain alert at all times to people entering the playground/field or watching from beyond the boundary, asking those entering the school grounds to report to the office.
- To report to the class teacher or head teacher any suspicious incidents which may indicate a problem (i.e. someone regularly watching the children).
- To control dinner queues at points of entry and exit, supporting children in collecting, carrying and clearing away their dinners/ packed lunches as appropriate.
- To have responsibility for basic first aid, dealing with accidents both in the school and playground during the lunchtime break and recording the actions taken.
- To look after and deal with children who have been sick or soiled themselves during the lunch break.
- To inform the appropriate staff when children are feeling ill or have had an accident.
- To have an understanding of the fire drill as outlined by the school.

Discipline

- To be clear about the school's discipline policy and follow procedures as they relate to the lunch break.
- To promote the whole school level and class behaviour policies ensuring a high level use of praise and a positive approach to conflict resolution.
- To maintain good behaviour while in the playground, hall, classrooms and around the school generally, encouraging children in the development of self-discipline and an understanding that "actions bring consequences" ('ABC').
- To always provide a positive role model for the children.

Mealtimes

As appropriate to your specific role:

- To support children bringing packed lunches, helping with packaging where necessary.
- To assist children having cooked dinners in making choices and carrying equipment safely.
- To ensure children have access to a drink at lunchtime.
- To encourage children to eat their meals in a polite manner, using cutlery appropriately and clearing away when they have finished.
- To encourage children to eat the range of food provided for them.
- To inform the class teacher or office team when a child is not eating their meal or if the meals provided seem inadequate or inappropriate for the child.
- To assist with the tidying of the dining area e.g. wiping tables, stacking chairs etc.



Additional Duties and Information:

- The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment in doing this. You will be expected to follow and promote the procedures in the child protection and safeguarding policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern the Trust's child protection procedures will be followed alongside implementation of the Trust disciplinary procedures.
- Act as a positive representative of the Trust and its learners in all circumstances and at all times.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and to maintain a professional standard of demeanour and dress.
- Participating in training and other learning activities and performance development, as required.
- This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Trust.

In addition, any other comparable duties as the Headteacher may require from time to time.

I have read the Job Description and I agree to carry out the above duties, as and when required.

Headteacher/Line Manager's Signature:	
Date:	
Post Holder's Signature:	
Print Name:	
Date:	