



Job description

Post title: Lunchtime Care Assistant

Salary: Grade 1 – Point 1

Hours: 7 hours 45 minutes per week

Responsible to: Headteacher

Job Purpose

To assist the Lunchtime Supervisor with monitoring pupils during lunchtime and to ensure the wellbeing and safety of pupils, in line with the school's policies and procedures.

Areas of Responsibility

- Offering care and support.
- Working as a team member under the direction of the Lunchtime Supervisor.
- Being responsible for the wellbeing and social interaction of the pupils.
- Assisting in the domestic care and welfare of pupils at meal times; encouraging good table manners.
- Promoting good order and high standards of behaviour.
- Demonstrating flexibility in relation to covering different areas within the school.
- Assisting in the supervision of other activities during lunchtime including setting out and storing of relevant equipment. (Leading and encouraging co-operative play).
- Ensuring the outside and inside areas are left tidy for school session.
- Reporting any accidents and incidents that occur during lunchtime to the Lunchtime Supervisor, in line with school policies and procedures.
- Being watchful of any potentially hazardous situations e.g. slippery floors etc. and reporting concerns to the Lunchtime Supervisor.

General Requirements:

- Attending and participating in training and development courses as required.
- Attending meetings, liaising and communicating with colleagues in the school.
- Being an effective role model for the standards of behaviour expected of pupils.
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and local authority.

Professional Values and Practice:

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds.
- Treating pupils consistently with respect and consideration, and being concerned with their development as learners.
- In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.

- Working within school policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
- Recognising equal opportunities issues as they arise in the schools and responding effectively, following school policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.

Confidentiality:

- All employees are required to work in a confidential manner in all aspects of their work.

Additional Responsibilities:

- Any other duties required by the School which are in the scope of the post.
- To carry out duties with due regard to the School Health and Safety policy at all times.
- To be aware at all times of responsibilities under GDPR for the security, accuracy, and significance of personal data held electronically or in paper form.
- To work within and encourage the School's Equal Opportunity policy and contribute to diversity policies.
- Participating in the school's arrangements for performance management, professional development and the school's arrangements for quality assurance and internal verification.

Review and Amendments:

- This job description is subject to annual review. It may be amended only after full consultation with the Head Teacher.
- The Headteacher reserves the right to vary your starting and finishing times, if deciding to do so, temporarily or on a continuing basis.

Ryhope Infant School Academy is committed to safeguarding and promoting the welfare of children and young people according to child protection and safeguarding guidelines and expects all staff to share this commitment. A satisfactory enhanced DBS check is required for all Employees.

Signature:

Post Holder

Signature:

Headteacher

Date:

Date: