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JOB DESCRIPTION

LUNCHTIME ASSISTANT

The purpose of your job description is to set out fairly and clearly the tasks, duties and responsibilities of the post you hold. It will help to reduce differences of understanding about what should and should not be expected of you. This can protect you during appraisal and inspection as well as assisting with everyday school management. It can help to prevent discrimination and the imposition of excessive or unreasonable workload demands.

1. Name:

2. Job Title: Lunchtime Assistant

3. Reports to (Name): Michelle Thompson (Title): Lunchtime Assistant Mentor

4. Purpose of the Job

To supervise and assist the children during lunch, while travelling to and from the Seward Street playground and during playtime in the playground or in school on wet days, ensuring their safety and security at all times.

5. Principle Responsibilities

The responsibilities outlined in this job description may be modified by the Headteacher with your agreement, to reflect or anticipate changes in the job commensurate with the salary and job title.

(a) Supervision of lunch

- Prepare equipment and eating area ready for children's lunch and tidy up after return from the playground.



- Supervise children while they eat their packed lunches, assist and encourage them to eat.
- Protect children with allergies from exposure to foodstuffs to which they are allergic.

(b) Supervision of walk to school

- Organise and supervise the children walking to the Seward Street Playground keeping order and ensuring their safety while crossing the road.

(c) Supervision in playground

- Supervise the children during playtime, initiating age-appropriate games and maintaining high standards of behaviour.
- Treat minor injuries and record and report as required.

(d) General

- Provide support to the teaching staff during the lunchtime period.
- Follow the school's child protection policies and procedures.

6. Qualities

- You should be responsible, calm in a crisis and organized with effective communication and good interpersonal skills.
- You should be able to inspire trust and confidence in children, relate to them on their level, initiate age appropriate games and play activities, and encourage and enforce high standards of behaviour at all times.
- You should have experience of supervising children as a parent or carer and knowledge and understanding of managing the behaviour of groups of children.
- You should have a current First Aid qualification.