


Job Description

	Job Title	Senior Lunchtime Assistant – Level 3
	School	
	Location	
	Grade	Scale 4 (Point 18 – 21)
	Reports to	<i>Headteacher</i>
	Staffing Responsibility	Lunchtime Assistants
	Restricted	No

1. Job Purpose:

- 1.1 To work under the direction and instruction of senior staff, to supervise pupils during the lunch time period, in dining hall, playground and school premises, ensuring the conduct, welfare, safety, physical and mental wellbeing of pupils and maintenance of good order and discipline

2. Principal Accountabilities And Responsibilities:

- 2.1 To manage (including performance management), support and provide day-to-day supervision of the Lunchtime Assistants who report to the post holder to do their jobs efficiently and effectively.
- 2.2 To liaise with the Headteacher about any concerns in the management, support and supervision of the work of the Lunchtime Assistants to ensure Lunchtime Assistants are carrying out their duties in accordance with the Schools procedures.
- 2.3 Undertake the organisation of a work rota for Lunchtime Assistants to ensure clear lunchtime supervision working arrangements by Lunchtime assistants in their supervision of pupils during the midday.
- 2.4 Liase with the Finance Officer to ensure the processes of recording kitchen numbers are accurate and recorded appropriately.
- 2.5 Take responsibility for the general welfare and discipline of pupils immediately prior to and during the lunch period.
- 2.6 Assist in preparing the dining area for lunch, including distributing cutlery, assisting with clearing tables and ensuring the dining area remains tidy.
- 2.7 Supervise and interact with pupils during the lunch break, encouraging positive social skills and good behaviour in pupils.
- 2.8 Encourage inclusive and positive play in the playground and inside school during wet/adverse weather conditions.
- 2.9 To supervise pupils on the school premises, (hall and classrooms etc.), movement of pupils on the stairs through corridors, when they are not allowed outside in inclement weather.
- 2.10 Ensure pupils are dressed appropriately for the prevailing weather conditions

- 2.11 Implement and support the school's behaviour policies, ensure pupils comply with the school's behaviour policies, and report serious misdemeanours to senior staff.
- 2.12 Assist with the general welfare/hygiene of pupils, including the supervision of toileting, washing hands and assisting pupils who soil/dirty their clothes.
- 2.13 Encourage good table manners and eating habits among pupils.
- 2.14 Understand the Healthy Eating Agenda in schools and encourage healthy eating to pupils in assisting pupils in their choice of meals.
- 2.15 To be responsible in ensuring that any special dietary requirements for a pupil are notified to all Lunchtime Assistants in their lunchtime supervision of any such pupil.
- 2.16 Deal with accidents, spillages (including body fluids) in the playground or dining area, ensuring these do not cause a safety hazard to others e.g., pupils and staff.
- 2.17 Be vigilant in the playground and recognise potential dangers.
- 2.18 To supervise and observe entrance to the school during the lunch break to ensure children do not leave the playground. Check on any strangers who may enter the school premises, be observant of any loiterers and report to the Headteacher/senior staff member.
- 2.19 Deal with minor accidents/sickness ensuring if required seeking any assistance from a nominated first aider and report any serious incident or emergency to a relevant member of staff immediately.
- 2.20 Ensure accidents/incidents are reported and recorded in the accident/incident book in line with the school's policy.
- 2.21 Assist in checking that all pupils return to class following lunch.
- 2.22 Participate in training, induction and development activities and programmes, and attend and participate in meetings as required, including organising regular meetings for Lunchtime Assistants.
- 2.23 Maintain confidentiality in relation to pupil information and report problems/issues as well as significant matters with regard to pupil's play and behaviour to a relevant teacher or senior member of staff immediately.
- 2.24 Participate in the supervision, induction, training and development of colleagues as required.
- 2.25 Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of:
 - child protection/safeguarding children,
 - health, safety and security,
 - confidentiality, and
 - data protection.
- 2.26 Contribute to the school's commitment to equality of access to opportunities to learn and develop for all pupils.
- 2.27 Undertake these duties within agreed departmental service/school objectives, policies and procedures and promote the Council's Equal Opportunities Policy.

Person Specification

POST TITLE:

Senior Lunchtime Assistant – Level 3

SCHOOL:

Kingsbury Green Primary School

PLEASE NOTE

The method of assessment for each criterion is shown in the right hand columns. The shortlisting criteria are indicated by asterisk in the application form column. Shortlisting for interview will be based solely on whether the candidate indicates on their application form that they meet these Shortlisting Criteria. All mandatory criteria are underlined. The successful candidate must satisfy all of the mandatory criteria, and will normally meet all or most of the other appointment criteria. All candidates must satisfy the Equal Opportunities and Customer Care criteria which are mandatory.

		METHOD OF ASSESSMENT		
		APPLICATION FORM	INTERVIEW	TEST
1.	ABILITIES			
(a)	Proven ability to support and supervise Lunchtime Assistants and other colleagues	*	*	
(b)	Ability to work as a member of a team	*	*	
(c)	Ability to work flexibly, understanding information concerning the functions of the school		*	
(d)	Ability to undertake supervision of children in a professional environment to ensure management of their behaviour	*	*	
(e)	Ability to be organised and prioritise between conflicting demands	*	*	
(f)	An ability to display positive social skills and encourage good behaviour in pupils	*	*	
2.	SKILLS			
(a)	Verbal and written communication skills appropriate to the need to communicate effectively with pupils, parents/carers and colleagues	*	*	*

		METHOD OF ASSESSMENT		
		APPLICATION FORM	INTERVIEW	TEST
(b)	Sound interpersonal skills to establish constructive working relationships with pupils, parents/carers and colleagues		*	*
(c)	The ability to converse at ease with members of the public and provide advice and information in accurate spoken English.		*	
3.	KNOWLEDGE			
(a)	Understanding of matters relating safeguarding of children in terms of their health, safety, welfare and mental wellbeing	*	*	
(b)	An awareness of matters relating to the confidentiality of information in relation to pupils, parents/carers and colleagues	*	*	
4.	EXPERIENCE			
(a)	Previous experience of working with children	*		
5.	EDUCATION AND PROFESSIONAL QUALIFICATIONS ESSENTIAL TO THE POST			
	GCSE ENGLISH LANGUAGE	*		
6.	<u>EQUAL OPPORTUNITIES RELEVANT TO THE POST</u> <i>(mandatory)</i>			
(a)	Understanding and commitment to the Council's Equal Opportunities policy.	*	*	
7.	<u>CUSTOMER CARE RELEVANT TO THE POST</u> <i>(mandatory)</i>			