

Lunchtime Assistant

Job Description

Salary / grade range	Grade A2 Scale Point 2-3
Location	Co-op Academy Beckfield
Contract	5 hours per week, term time only + 5 days, permanent
Reports to	Class Teacher and Headteacher

Purpose of role:

To actively supervise the pupils in the dining room, playground and throughout the school premises during the lunchtime period.

Key accountabilities (and specific duties / responsibilities):

- Supporting pupils while they eat their lunch, cutting up food for pupils and making sure tables are clean and that water is available
- Ensure standards for healthy eating and table manners are maintained
- Report accidents to the Lunchtime Supervisor and complete accident form if necessary
- Ensure that school discipline policies are implemented
- Support the work of other Supervisory Assistants
- Support induction and training of new staff as required by the Lunchtime Supervisor
- Respond to duty delegation as required by the Lunchtime Supervisor
- Lead the children in the establishment of suitable playground games/activities
- Record inappropriate pupil behaviour and convey serious incidents to the Midday Supervisor and or teacher
- Maintain checks throughout the lunch break to ensure pupils are safe
- Follow advice given by Lunchtime Supervisor on action to be taken in cases of inclement weather

Support for school:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals in school.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as

required.

- To support, uphold and contribute to the development of the Trust's Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community.

Policies

- All colleagues will fully support and champion, Safeguarding, Child Protection, Equality and Diversity and the Prevent agenda at all times, as appropriate.

Colleagues will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

Person Specification

Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
<p>Qualifications</p> <ul style="list-style-type: none"> ● Participate in development and training opportunities ● Knowledge/skills equivalent to current national qualifications level 1 ● Basic awareness of relevant health and safety 		A
<p>Experience</p> <ul style="list-style-type: none"> ● Relevant experience of working with or caring for children of primary age ● Previous experience of working as a LSA 	D	A/I
<p>Skills, Ability, Knowledge</p> <ul style="list-style-type: none"> ● Ability to relate well to children and adults ● Ability to work constructively as part of a team ● Ability to maintain a safe, calm and happy approach ● Basic childcare and health and safety knowledge ● Appropriate knowledge of first aid 	D	A/I

<p>Personal Qualities</p> <ul style="list-style-type: none"> ● A passion for working with children ● Willing to abide by the Trust's Equal Opportunities Policy in the duties of the post, and as an employee of the Trust. ● Willing to carry out all duties having regard to an employee's responsibility under the Trust's Health and Safety Policies ● An ability to respect sensitive and confidential work. ● Commitment to own personal development and learning. ● The ability to be flexible and work to the requirements of a busy school. ● To like young people and be liked by them. ● Humility: a recognition that the more you know, the less you know! ● Not being afraid to say 'I don't know'. ● Be emotionally intelligent: know when to direct, when to challenge and when not to; be able to inspire, present a positive perspective at all times; be able to listen and show awareness of others sensitivities; to have personal pride and lead by example. ● Be happy to get your hands dirty. Don't ask people to do things you wouldn't do yourself. ● Understand the importance of work/ life balance. ● Enthusiastic, flexible, team player. Enjoy hard work and take constructive criticism. 		A/I
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Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check with appropriate childrens and/or adults barred list check if necessary. A person who is included in the childrens or adults barred list commits an offence if they engage in regulated activity from which they are barred.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.