

Job Description

Job Title	Lunchtime Support Assistant – Level 1
School	Our Lady of Grace Catholic Infant School
Location	Dollis Hill Avenue, London NW2 6EU
Grade	Scale 2 (Points: 3-4)
Reports to	Deputy Headteacher

1. Job Purpose:

(Summary of the overall purpose of the job)

- 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:

(Indicate the main accountabilities, responsibilities and expected outcomes (8-10 bullets should be sufficient).)

- 2.1 Take responsibility for the general welfare and discipline of pupils immediately prior to and during the lunch period.
- 2.2 Assist in preparing the dining area for lunch, including distributing cutlery, assisting with clearing tables and ensuring the dining area remains tidy.
- 2.3 Supervise and interact with pupils during the lunch break, encouraging positive social skills and good behaviour in pupils.
- 2.4 Encourage inclusive and positive play in the outdoor area and inside school during wet/adverse weather conditions.
- 2.5 To supervise pupils on the school premises, (hall and classrooms etc.).
- 2.6 Ensure pupils are dressed appropriately for the prevailing weather conditions
- 2.7 Implement and support the school's behaviour policies, ensure pupils comply with the school's behaviour policies, and report serious misdemeanours to senior staff.
- 2.8 Assist with the general welfare/hygiene of pupils, including the supervision of toileting, washing hands and assisting pupils who soil/dirty their clothes.
- 2.9 Encourage good table manners and eating habits among pupils, focusing on children's language acquisition and personal and social development.
- 2.10 Understand the Healthy Eating Agenda in schools and encourage healthy eating to pupils in assisting pupils in their choice of meals.
- 2.11 To liaise with teachers, admin, or kitchen staff when required with regard to the special or restricted dietary needs of pupils for medical and/or religious/cultural reasons.
- 2.12 Deal with accidents, spillages (including body fluids) in the indoor, outdoor areas and dining areas, ensuring these do not cause a safety hazard to others e.g. pupils and staff.
- 2.13 Be vigilant in all areas and recognise potential dangers.

- 2.14 Deal with minor accidents/sickness ensuring if required seeking any assistance from a nominated first aider and reporting any serious incident or emergency to a relevant member of staff immediately.
- 2.15 Ensure accidents/incidents are reported and recorded in the accident book/online system in line with the school's policy.
- 2.16 Participate in training and development activities and programmes, and attend and participate in meetings as required.
- 2.17 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.
- 2.18 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.
- 2.19 Contribute to the school's commitment to equality of access to opportunities to learn and develop for all pupils.
- 2.20 To be aware of the diverse background of pupils and to respect the dignity of pupils.
- 2.21 A commitment to and actively endorse the Catholic Ethos of the School.

Person Specification

CRITERIA	QUALITIES
Qualifications and training	• First aid training (or willingness to complete it)
Experience	• Working with children or young people • Working and collaborating within a team
Skills and knowledge	• Ability to respond quickly and effectively to issues that arise • Ability to use own initiative and take action accordingly • Effective communication with adults and children • Ability to follow instructions from senior team members • Ability to have a firm but fair approach to handling behaviour issues in line with the school's policies • Ability to build effective working relationships with colleagues
Personal qualities	• Commitment to supporting and understanding pupil needs • Uphold and promote the ethos and values of the school • Maintain confidentiality at all times • Commitment to safeguarding, equality, diversity and inclusion