



June 2018

JOB DESCRIPTION

Authority: West Berkshire Council	Department/Division: Education
Post Reference No:	Location: Purley Primary School
Job Title: Lunchtime Assistant	Grade/Salary Range: Grade B £1,873 per annum and term time only
Hours: 12:00 to 13:00	5 hours per week
Start date:	June 2018

JOB PURPOSE

- To supervise children during the lunchtime period
- To maintain safety and discipline
- To consistently promote positive values, attitudes and behaviour
- To encourage the social and emotional development of pupils
- To promote the inclusion and acceptance of all pupils

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

This is a post within the structure of Purley Primary School. It is directly supervised by the Lunchtime Supervisor and the Headteacher.

MAIN DUTIES AND RESPONSIBILITIES

PLANNING AND DELIVERY OF ACTIVITIES

- Promote equal opportunities for all pupils
- Communicate with pupils, teachers and other staff regarding the care and welfare of pupils
- Organise games
- Manage safely the dining hall and lunchtime arrangements
- To manage behaviour in accordance with the school's behaviour policy.
- To encourage pupils to participate in playtime games
- To help pupils to develop their social skills
- Prepare dining hall for lunchtime and clear away afterwards
- Communicate effectively and sensitively with pupils
- Promote and support the inclusion of all pupils in lunchtime activities
- Support and promote the Healthy Schools policy and practices
- Liaise with colleagues to ensure daily rota and systems work effectively
- To attend regular lunchtime support assistant meetings with the Lunchtime Supervisor.
- To be aware of the relevant procedure in the event of an accident and to act appropriately.
- Help children cut up food and encourage good table manners
- Administer First Aid if required: dealing with minor injuries

PROFESSIONAL VALUES & PRACTICE

- Have high expectations of all pupils and assist the promotion/reinforcement of pupils self esteem
- Respect pupils' social, cultural, linguistic, religious and ethnic backgrounds
- Build and maintain successful relationships with pupils, treating them consistently, with respect and consideration and to be concerned for their development
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from pupils
- Work collaboratively with colleagues to meet the needs of all pupils
- Carry out all aspects of the role effectively and to seek help, advice or guidance as necessary
- Attend meetings and training courses to promote professional development
- Work in collaboration with outside agencies e.g. Pre School Councillors, Educational Psychologists etc
- Promote the inclusion and acceptance of all pupils
- Support the medical needs of children
- Maintain confidentiality about home-school / pupil-teacher / school work matters.
- Be aware of / follow school policies and procedure
- Create, maintain and develop the school's Christian ethos by acting as a positive role model.

GENERAL

- Maintain a safe environment for pupils, staff and visitors to the school
- Provide welfare support for pupils

ADDITIONAL

- Undertake any other duties that reasonably fall within the position of the post and which the Headteacher may allocate.

SCOPE OF JOB (Budgetary/Resource control, impact)

No supervisory responsibilities

No responsibility for the budget

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training		<p>Awareness of school security regulations</p> <p>Awareness of basic Health and Safety principles.</p> <p>Paediatric First Aid Certificate</p>
Competence Summary (Knowledge, abilities, skills, experience)	<p>Experience of working with or caring for children of relevant age.</p> <p>Knowledge of basic first aid</p> <p>Knowledge and understanding of basic health and safety requirements.</p> <p>Fair minded approach</p> <p>A knowledge and understanding of the welfare and social needs of pupils during mid-day break</p> <p>Able to handle behaviour problems in a positive manner and report any problems.</p> <p>Able to provide appropriate welfare support to pupils and respond sensitively.</p> <p>Able to engage with children and encourage constructive play.</p> <p>Physically able to move tables and chairs.</p>	<p>Understanding of children's playground culture.</p>
Work-related Personal Requirements	<p>Friendly and approachable</p> <p>Able to work as part of a team</p> <p>Committed to equality of opportunity</p> <p>Participate in training and development activities</p> <p>Ability to react calmly to incidents</p> <p>Patient</p>	<p>Willing to assist with activities.</p>
Other Work Requirements	<p>A mature flexible approach</p> <p>The ability to command respect.</p>	