



**Christ Church C of E Primary School**

Lunchtime Support Assistant

Job Description

## **Description of duties**

To work as part of the Christ Church CE School Team; following school policies, procedures and acting at all times within the distinctive Christian Ethos of the school. To work closely with colleagues to provide a healthy, safe, secure and enjoyable lunchtime experience for pupils.

The main areas of responsibility will be the dining area and playground or areas of the school used during the dinner break, including areas where the children wait or queue for their meal and dinner den spaces. A good standard of behaviour is needed and it is important that this should be maintained throughout the dinner period which should be a pleasant experience for all concerned. The Lunchtime Supervisor must act as a responsible caring adult with the health, safety and welfare of the children always in mind, must show conduct which commands respect and must see that the children behave at all times sensibly and quietly.

The Lunchtime Supervisor must be aware of how to get access to the nearest first aid equipment, telephone and of the fire evacuation procedures in the event of it not being possible to contact the responsible member of the Senior Leadership Team (SLT), Headteacher or Assistant Headteachers.

Each Lunchtime Supervisor will be allocated areas of responsibility either in the dining area, playground or dinner den. This could vary on a rota basis. Although the area will be divided so that each supervisory assistant looks after a specific area each day (s)he must be prepared to accept a variation if any emergency calls another Lunchtime Supervisor away.

### **Key Tasks:**

To support and contribute to the school's responsibility for safeguarding children. Specific responsibilities will be allocated by the Headteacher and responsible member of the SLT in accordance with the scheme of Lunchtime supervision for the school.

### Duties and responsibilities – supervision of dining areas

Control queues to dining areas

See that the overall arrangement for children to dine promotes an orderly and pleasant meals service

See that any spillage is removed quickly. Have an arrangement so that a cloth, dust-pan, and brush is readily accessible.

See that trays are not left in dangerous positions, and are cleared where necessary.

To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.

Encourage the pupils to leave the table clean.

Ensure the dining area are left clean and tidy.

Aim to clear all dining areas of pupils every day where possible by 1pm

### Duties and responsibilities – supervision of outside dining areas

Arrange your supervision so you move around amongst the children within the area you are covering.

Ensure acceptable standards of behaviour are maintained

Try to avoid children hurting themselves or others and provide immediate medical treatment for minor incidents taking into consideration any known allergies

Once lunch has been eaten engage with the children in activities which promote healthy and active lifestyles, supporting play and interaction

Regularly rotate activities on offer to the children

Promote the inclusion of all pupils

Duties and responsibilities – training

Participate in appropriate school based meetings and training activities

Review and develop own professional practice by attending relevant courses and provide feedback to colleagues

Duties and responsibilities – general

Responsibility to the Headteacher/ Assistant Headteachers for the supervision of children throughout the mid-day break (i.e. the interval between the close of morning school and recommencement of school in the afternoon) and for additional duties before or after the lunchtime break.

Ensure all pupils are lined up in their class group at the end of lunchtime or if it is wet, in their classrooms and they are not left until the responsible member of teaching staff has arrived.

Ensure that information relating to pupils' welfare is shared with class teachers before leaving the school site.

To respect the confidentiality of sensitive information divulged by staff, parents/carers and pupils

Contribute to the overall ethos, aims and work of the school

To understand and comply with the school's and local authority Child Protection policy and guidelines.

Maintain confidentiality at all times and to observe Data Protection guidelines

Understand and comply with the school's equal opportunities and other policies

Understand and comply with the school's behaviour policy

To understand and comply with the School's Health and Safety policy

Ensure the health, safety and welfare of pupils is maintained at all times

Provide comfort and immediate care in case of minor accidents, and report serious incidents to the appropriate person for action.

Deal with any immediate problems or emergencies in accordance with the school's policies and procedures.

Carrying out any other instructions given by the Headteacher reasonably falling within the remit of the post.

Member of staff: .....

Headteacher: .....

Date: .....