

**Lunchtime Assistant**

**All post holders at Trinity St Stephen Church of England First School are required to support the Christian values and ethos of the school.**

**Responsible to:** Head Teacher

**Our values are:** friendship, trust, wisdom, compassion, peace and fellowship

**Our School Vision is:** to be a Christian learning community where all are supported and challenged to achieve and thrive.

**Job Purpose:**

To organise and assist the Lunchtime Supervisor/Assistant in the management of pupils during the lunch period.

**Responsibilities:**

* As part of a team, supervise pupils during the lunch period so that all Year groups get through the dining room in good time and children are safe and playing before and after eating.
* Prepare the dining area so that all pupils can be accommodated during the lunch period and ensure that the area is clean and tidy and returned to its normal state to enable it to be used during the afternoon session.
* Ensure that pupils behave in accordance with the school’s Behaviour Policy by identifying unacceptable behaviour and dealing with the individual. Serious misconduct should be reported to the Lunchtime Supervisor.
* Ensure that pupils eat their lunch in an acceptable manner and that tables are left clean and tidy. This will involve teaching children to use a knife and fork, encouraging good manners, monitoring eating habits/behaviour and reporting concerns to the appropriate teacher. Use the schools reward system to encourage good behaviour.
* Check lunch boxes and children’s selected school meal to encourage healthy eating and report concerns to the appropriate teacher.
* Ensure that tables and chairs are thoroughly clean, stored safely away and that the storage area is kept clean.
* Patrol the dining area and designated school grounds ensuring that pupils behave in an acceptable and safe manner. This will involve encouraging social interaction and play and reporting areas of concern to the appropriate teacher.
* Take turns in leading play activities.
* Maintain awareness of individual children’s problems/needs so that any behavioural issues can be dealt with in an informed and appropriate way.
* Deal with any emergencies including giving First Aid in line with school operating guidelines.
* Perform duties in line with Health & Safety rules of the school and to take remedial action where hazards are identified. Where hazards are serious report to the Lunchtime Supervisor immediately.

**Support for the School**

* Be aware of and comply with all school policies and procedures
* Contribute to the overall ethos of the school
* Report any Child Protection concerns to the Head Teacher or Deputy Safeguarding Lead immediately.
* Understand that this role will involve access to confidential material, which must be dealt with appropriately and discreetly.
* Undertake First Aid duties in line with qualification/training received
* Perform duties in line with Health and Safety rules and inform senior staff where hazards are identified
* Appreciate and support the role of other professionals
* Attend and participate in relevant meetings
* Participate in training and other learning activities and performance development as required
* Take on any other activity that may be reasonably asked of you by the Head teacher

Signed:

Date: