Job Description: Lunchtime Assistant

Job Purpose:
To supervise pupils who remain on the school premises during midday break, ensuring that the children eat meals safely and behave appropriately.

Responsible to: Headteacher

Duties:
The Lunchtime Assistant will:

- ensure that pupils wash their hands before they eat
- escort pupils to and from the dining area, as necessary
- ensure that pupils having a school lunch are in the dining hall at the correct time
- help younger pupils at the servery counter with the proper use of cutlery, and help them cut up their food when necessary
- assist pupils with the return of used plates, trays, cutlery and beakers, and with the cleaning of tables when lunch is finished
- encourage and support children to eat school or packed lunch
- supervise pupils eating food brought from home, and ensure that all packed-lunch equipment is cleared away after use
- maintain a quiet calm environment in the dinner hall
- report to the class teacher any child whose diet may give rise for concern
- supervise groups of children in the playground or the classroom, depending on the weather
- devise, initiate and facilitate constructive play opportunities for children when required
- ensure that children remain within a safe environment, and that they play safely
- ensure play equipment is suitable and safe, and any defects are reported to team leader
- maintain and clean play equipment
- set suitable behaviour standards in line with school policy
- help children acquire social skills
- attend to minor accidents sustained during the midday break, and seek appropriate assistance if necessary; completing written reports in line with school policy
- attend to any pupil who becomes ill during the midday break, and again seek appropriate assistance
- report to the team leader and when appropriate the Head of School, any incidents and/or disclosures under the Child Protection legislation
- report to the Headteacher any acts that constitute serious infringements of school rules
- liaise effectively and professionally with all staff members within school as required
- attend training, as required; this includes Child Protection, Active Playground, and any other appropriate training
- promote the school's policy on equal opportunities and racist incidents

- **This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a DBS check from the Disclosure and Barring Service.**
- **Oak Learning Trust safeguards and protects its students and staff by being committed to respond in accordance with Sunderland Local Safeguarding Board procedures.**