

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
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- **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.**