

Oak Learning Trust
Job Description – Lunchtime Assistant
Grade 1 – scale points 3-4 (£25,614 - £26,016 FTE) TTO

Job Title	Lunchtime Assistant
Responsible to	Lunchtime Assistant Team Leader
Job Purpose	To supervise pupils who remain on the school premises during midday break, ensuring that the children eat meals safely and behave appropriately.
Key Responsibilities	- To ensure that pupils wash their hands before they eat. - To escort pupils to and from the dining area, as necessary. - To ensure that pupils having a school lunch are in the dining hall at the correct time. - To help younger pupils at the servery counter with the proper use of cutlery, and help them cut up their food when necessary. - To assist pupils with the return of used plates, trays, cutlery and beakers, and with the cleaning of tables when lunch is finished. - To encourage and support children to eat school or packed lunch. - To supervise pupils eating food brought from home, and ensure that all packed lunch equipment is cleared away after use. - To maintain a quiet calm environment in the dinner hall. - To report to the class teacher any child whose diet may give rise for concern. - To supervise groups of children in the playground or the classroom, depending on the weather. - To devise, initiate and facilitate constructive play opportunities for children when required. - To ensure that children remain within a safe environment, and that they play safely. - To ensure play equipment is suitable and safe and any defects are reported to team leader. - To maintain and clean play equipment. - To set suitable behaviour standards in line with school policy. - To help children acquire social skills. - To attend to minor accidents sustained during the midday break, and seek appropriate assistance if necessary, completing written reports in line with school policy - To attend to any pupil who becomes ill during the midday break, and again seek appropriate assistance. - To report to the team leader and when appropriate the Head of School, any incidents and/or disclosures under the Child Protection legislation. - To report to the team leader any acts that constitute serious infringements of school rules. - To liaise effectively and professionally with all staff members within school as required.
General	- Attend and participate in training and development courses. - Attend meetings, liaise and communicate effectively with colleagues. - The role requires the post holder to present self as a role model to pupils in speech, dress, behaviour and attitude, in keeping with the trust's vision and values. - To participate in the wider life of the trust, with due regard for its core business including supporting and being involved in school-based enrichment activities. - To read and comply with all trust policies and procedures.

This post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, is subject to an enhanced Disclosure and Barring Service (DBS) check.

Oak Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Trust follows Keeping children Safe in Education Safer Recruitment procedures for all posts including appropriate pre-interview checks on shortlisted candidates and pre-employment checks pending any offer. The Trust safeguards and protects its pupils and staff by operating in accordance with Local Authority Safeguarding Children Partnership procedures.

The post holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Child Protection and Safeguarding Policy, and all other Trust policies and procedures.

The post holder must act in compliance with data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, and in accordance with guidance issued by the Information Commissioner's Office (ICO). The post holder must also comply with the requirements of the Freedom of Information Act 2000 in relation to the management of records and information.

Undertake such other duties as may be required, commensurate with the grade and nature of the post, including working at any Trust site as required.

This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be amended by the Trust, following consultation with the post holder.