

## Summary Role Description

### Lunchtime Assistant

#### Key Outcomes of the Role

During lunchtimes pupils are safe, have eaten healthy and nutritious lunches, are stimulated and engaged and are refreshed and ready for afternoon learning when they return to their classes.

#### Role Purpose

To ensure that pupils are:

- well-supervised and safe during their lunch breaks;
- given the guidance, time and encouragement to eat a healthy cooked meal or packed lunch;
- given the support and guidance to play safely outside (or inside in the case of 'wet play');
- able to enjoy their play times through the implementation and supervision of games and play activities; and
- relaxed and refreshed in order to fully engage with afternoon learning.

#### Primary Responsibilities

The primary responsibilities of our lunchtime team are:

- to act, at all times, in the best interests of our pupils;
- to operate in line with school policies at all times and raise any health & safety, safeguarding, etc., concerns to a senior member of staff immediately in line with policy guidelines;
- to accompany pupils to the dining halls from their classrooms in a safe and orderly manner;
- to supervise pupils as they eat and encourage them to finish their meal if necessary;
- to help pupils tidy away their food and go outside to play (or back to their classrooms in the case of 'wet play');
- to supervise pupils' play times in line with the Lunchtime Supervisor's instruction, ensuring that they are engaged and safe at all times;
- to initiate play with children;
- suggest and implement new ways to improve the pupils' lunchtimes;
- to initiate and lead play activities with pupils, recommending new games and activities where

appropriate;

- to administer first aid where appropriate;
- to carry out intimate care in accordance with the school's intimate care policy where appropriate;
- to respond to any behaviour concerns in line with the school's Behaviour Policy, involving SLT where a child's behaviour warrants further action;
- to report any concerns about pupils' eating, behaviour etc. to the relevant staff member; and
- to promote positive behaviour and constructive play at all times.

## **General Responsibilities**

- Work in compliance with the Code of Conduct and policies of the Trust, having regard to safeguarding, equal opportunities and inclusion at all times.
- Support continuous improvement in both personal performance and the work of the team.
- Adhere to safe working practices in premises/work areas for which you are responsible. These are defined in the Trust's Health & Safety Policy and codes of practice.
- Ensure that quality of work is of a high standard and complies with current legislation / standards.
- Provide a professional and positive role model in terms of personal presentation, timekeeping and behaviour.
- Take responsibility for personal professional development, participating in appraisal processes and working towards targets as agreed with the line manager and head teacher.
- Attend Collective Worship as requested by the head teacher (staff have the right to opt out of collective worship and will be redirected by the Head Teacher should this be the case).

The details provided in this job description are to give an indication of the nature of the role. Additional duties may also be requested of the role holder, and the allocation of specific responsibilities may be amended from time to time, in negotiation with the role holder. The job description will be reviewed on an annual basis.

The governance team is committed to safeguarding and promoting the welfare of all young people and expects all staff to share that commitment. The post will be dependent on a satisfactory Disclosure & Barring Service (DBS) record check and acceptable references.

**Person Specification**  
**Lunchtime Assistant**

| <b>Essential (Must)</b>  | <b>Desirable (Should)</b>   |
|--|---|
| <p><b>Knowledge &amp; Experience</b></p> <ul style="list-style-type: none"> <li>• Be willing to engage with and create professional relationships with the children to aid their school day.</li> </ul>  | <p><b>Knowledge &amp; Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of working with: children or young people; children or adults with special needs; vulnerable people or similar professional experience.</li> <li>• Qualifications relating to: childcare; First Aid; food hygiene; social care; or similar qualifications.</li> </ul>                |
| <p><b>Abilities &amp; Aptitudes</b></p> <ul style="list-style-type: none"> <li>• Be willing to engage in training and professional development.</li> <li>• Support the vision, aims and policies of TiLA Academy Trust.</li> <li>• Treat all pupils with respect at all times, taking the lead to build positive relationships with the children.</li> <li>• Be professional, friendly and helpful to colleagues and parents at all times.</li> <li>• Be a positive role model to the children in terms of personal presentation, timekeeping and behaviour.</li> <li>• Be constantly alert and take a practical approach to ensure the safety and wellbeing of pupils.</li> </ul> | <p><b>Abilities &amp; Aptitudes</b></p> <ul style="list-style-type: none"> <li>• Take the initiative to introduce new playtime activities and organisation developments to improve the efficiency and standards of behaviour of the lunchtime break.</li> <li>• Be aware of child protection issues and have a basic understanding of relevant government legislation.</li> </ul> |

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