

## Job Description:

# Lunchtime Organiser

<b>JOB DESCRIPTION:</b>	Level 1 Lunchtime Organiser
<b>RESPONSIBLE TO:</b>	Headteacher / Pastoral Co-ordinator / SENDCo
<b>JOB PURPOSE:</b>	<p>To be responsible for the safety, welfare and good conduct of pupils during the mid-day break.</p> <p>To give support for all pupils providing particular help for those students with learning difficulties and/or behavioural, social or physical disabilities, as required.</p> <p>As an employee within QUEST, staff may be required to work at any school within the Trust or elsewhere to support.</p>
<b>LIAISING WITH:</b>	Pupils, teachers, senior staff, visitors to the school
<b>SALARY SCALE:</b>	QUEST Grade A, NJC 3
<b>DBS DISCLOSURE LEVEL</b>	Enhanced

### Professional Responsibilities

#### **School Ethos**

Work with colleagues in creating, inspiring and promoting excellence at all levels.

Uphold the culture and ethos of the Trust, ensuring school environments for teaching and learning that empower both staff and children to achieve their highest potential and be their best selves.

Attend and participate in events intrinsic to the daily life of the schools and Trust, celebrating success at every opportunity.

Actively support the Trust's policies relating to equality and diversity, inclusion and safeguarding, health and well-being, confidentiality and social networking.

#### **Key Responsibilities**

To support pupils in their social and environmental wellbeing and reporting any problems to the teacher as appropriate.

To establish good relationships with pupils, acting as a role model.

To be aware of and respond appropriately to the individual needs of pupils including if required to attend to pupils personal needs which may include aiding with toileting and dressing.

To encourage pupils to interact with each other and engage positively in play.

To record basic pupil observations if required to do so, especially EYFS children.

To assist with escorting pupils on educational out of school visits.

To supervise pupils during mid-day break in the dining hall, toilets, classrooms and school premises.

Assist pupils with eating, dressing and personal hygiene, as required, whilst encouraging independence.

To clean spillages and ensure that tables are clean during meal times.

To administer medications in line with Trust policy if required.

To provide basic first aid and assist with sickness and other welfare issues.

To be aware of the Trust's positive behaviour policy ensuring it is implemented during lunch break ensuring good conduct and positive interactions are maintained and providing activities or class games for "wet play".

To be aware of and comply with policies and procedures relating to safeguarding and child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.

Contribute to the overall ethos/work/aims of the Trust and its schools including participation in school events outside of working hours.

To accompany teaching staff and pupils on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed.

To contribute to the development of relevant policies and procedures.

To be a positive role model at all times.

Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.

To plan and deliver before and after school learning activities within guidelines set by the school.

To undertake Health and Safety Training, Team Teach, Paediatric First Aid and Safeguarding Training as per the school training cycle.

To sign and uphold the Trust's Code of Conduct and ensure confidentiality is maintained at all times.

Embrace and actively take part in CPD, fulfilling obligations to maintain and continue professional development in line with QUEST expectations.

To commit to the specified number of hours of professional development each year and have drive and passion to evolve and improve as a committed staff member.

Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.

To participate in the staff performance management process in accordance with the Trust's policy and be responsible for self-motivation towards agreed targets.

*The job description encompasses the above statements and is not necessarily a comprehensive definition. The post holder should be willing to undertake any other tasks that Senior Staff might reasonably require*

QUEST is committed to safeguarding and promoting the welfare of children and young people. Clearance from the Disclosure and Barring Service is required prior to appointment.

Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

# Job Specification:

# Lunchtime Organiser

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## **ESSENTIAL SKILLS/QUALIFICATIONS**

NVQ level 1 or equivalent QCF credit value or higher or a comparable level of experience

Basic standard of numeracy & literacy skills

Willingness to undertake further relevant training

Previous experience of working and interacting with children of a relevant age and or learning need

***Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post:***

Basic understanding of the principles of child development and learning processes

Some knowledge of children's games and activities

***Applicants should be able to provide evidence that they have the following necessary skills and abilities:***

Ability to communicate with and relate well to pupils and adults

Ability to work under supervision and as part of a team

Ability to work in accordance with the Trust's Safeguarding and health & safety policies

Ability to recognise own learning needs and seek further opportunities

Ability to deal with minor injuries

To show commitment to sustain excellent attendance at work

Commitment to and participation in the wider life of the schools and Trust

Willingness to be flexible and adaptable as determined by the needs of the schools and the Trust

Good timekeeping

Legally entitled to work in the UK

## **DESIRABLE SKILLS/QUALIFICATIONS**

Knowledge of basic Health and Safety