

WELLSPRING ACADEMY TRUST
JOB DESCRIPTION & PERSON SPECIFICATION



Job Title:	Lunchtime Support Assistant
Grade:	A1 Sc2
Accountable to:	Executive Principal
Special Conditions of Service:	No smoking policy. Term time working

1. Purpose of Role:

To be responsible for ensuring the good conduct and safety of pupils during the lunchtime period. . Organising appropriate structured creative play activities. To work under the instruction/guidance of the Executive Principal/ teaching staff /senior staff.

2. Main Duties:

- To contribute to the overall ethos/work/aims of the school;
- Identify any inappropriate behaviour in pupil(s) and encourage pupils to take responsibility for their own behaviour using methods suggested by the Teacher/Executive Principal (typically this post is not required to regularly handle very difficult or challenging behaviour from pupils, although there may be some requirement to do so).
- Ensure that all pupils are complying with the school's behaviour policy and that the Supervisory Assistants implement and support the school's behaviour policy.
- Effective management of resources and deployment of staff to ensure high quality standard of support for pupils during the lunchtime period.
- Effectively communication with team members and to ensure staff work effectively as a team.
- Awareness of Safeguarding procedures within the academy and the appropriate contact to refer issues to.
- Enabling children to be ready for learning in the afternoon period by the organisation of structured play activities.
- Taking responsibility for communicating any issues that have occurred over the lunchtime period to appropriate staff within school.
- Receiving communication from staff regarding any issues that lunchtime staff need to be aware of and communicating this to the appropriate members of the lunchtime team.
- Ensuring play activities are inclusive for all pupils.
- Reporting and any accidents / incidents using appropriate mechanisms within school and completing accident forms, where appropriate.
- Set standards for table manners and ensure that healthy eating initiatives are promoted.
- Ensure that all staff implement and support the academy's behaviour policy.
- Knowledge of appropriate health and safety issues and responsibility for reporting any issues through the correct procedures within school.
- Ensure any training issues for lunchtime staff are identified and discuss appropriate training with Executive Principal/Teacher.
- Communicate to staff appropriate procedures for inclement weather.
- To be responsible for the monitoring of play activities within the lunchtime period.
- To work in an anti-discriminatory manner and uphold and promote the standards and equal opportunities of the trust;
- Ensuring the delivery of creative play opportunities within a safe and caring environment;
- To ensure promotion and support of Equal Opportunities and Health & Safety;
- To carry out any the duties as reasonably requested by the Executive Principal;
- To undertake any other duties that are commensurate with the post.

Principal Responsibilities

- Provide support for students and staff as outlined, under the direction of the Executive Principal.
- To provide care for daily lunchtime provision
- To support all pupils within the provision with high quality and creative activities.
- To support health & safety and good table manners daily.

3. Standard Duties in all Trust Job Description

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices.
- Show a commitment to ensuring that children and young people learn in a safe environment.
- Participate in relevant and appropriate training and development as required.

Method of Working

The Wellspring Academy Trust expects all staff to work effectively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, communicating with colleagues both formally and informally, offering guidance and information in accordance with Trust guidelines, policies and procedures when requested and contributing to the maintenance of the Trust environment. Staff are expected to make themselves aware of the relevant policies and procedures. All staff are required to maintain confidentiality.

Public Relations

Considerable importance is attached to the public relations aspect of our work. Staff must project a positive image of the Trust at all times and through all activity.

DBS Certificate

All staff are required to undertake a Disclosure and Barring Service (DBS) check. The Wellspring Academy Trust takes its duty to safeguarding the young people with which it works seriously.

PERSON SPECIFICATION

POST TITLE: Lunchtime Support Assistant

GRADE : A1



Wellspring Academy Trust

Person Specification

		Essential / Desirable	How Identified
Section	Information		
Education and Training			
	Participate in development and training opportunities	Essential	Application form and interview
Experience			
	Experience of working with or caring for children of relevant age	Essential	Application form and interview
General and Specialist Knowledge			
	Understanding classroom roles and responsibilities and your own position within these.	Essential	Application form and interview
	To be aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.	Desirable	Application form and interview
Skills and Abilities			
	Good numeracy/literacy skills	Essential	Application form and interview
	Use basic technology – computer, video, photocopier	Essential	Application form and interview
	Ability to relate well to children and adults	Essential	Application form and interview
	Ability to work constructively as part of a team	Essential	Application form and interview
	GCSE Maths and English grades 4/C or equivalent	Desirable	Provide evidence by producing certificate
Additional Requirements			
	Operate with the highest standards of personal/professional conduct and integrity		

	Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust.		
	Willing to undertake training and continuous professional development in connection with the post.		
	Work in accordance with the Trust's values and behaviours.		
	Able to undertake any travel in connection with the post.		
	Able to demonstrate sound understanding of equality/diversity in the workplace and services provided especially in the access to delivery of the education of pupils and of own non-discriminatory practice and attitude		
	Satisfactory DBS disclosure to work in an environment dealing with young people		
	Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults		
	A commitment to safeguarding and promoting welfare for all		