

Job Description

Post Title	Lunchtime Learning Assistant
Grade	3
Location	Oldfleet Primary School
Reporting to	Lead Learning Associate (Responsible for Lunchtimes)

Purpose of Role

To provide highly effective support for our children at Oldfleet Primary School across the lunchtime period in the dining hall

Key Responsibilities

1. Promote and safeguard the welfare of children and young people.
2. To live our Trust values, demonstrating commitment to the Thrive Charter
3. Establish positive relationships with children, ensuring they feel safe, valued and happy
4. Have high expectations of social behaviour and learning over the lunchtime period
5. Encourage appropriate social interaction and independence when dining together with their peers
6. Teach appropriate skills ie the use of cutlery and manners
7. To be a positive role model working with enthusiasm, care and consideration
8. Promote an inclusive lunchtime environment, recognising and supporting individual needs.
9. To work as part of a team with the catering assistants organising the dining room (furniture/equipment) and clearing of tables for all the operational needs of the school's catering provision.
10. Undertake first aid duties.
11. The above responsibilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The post-holder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required.

Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

Responsibilities for Staff:	None
Responsibilities for Customers/Clients:	Safeguarding and promoting the welfare of children. To promote healthy eating for children and encourage good dining habits. To encourage children to make the right choice and maintain good behaviour at all times.
Responsibility for Budgets/Financial Resources:	None
Responsibility for Physical Resources:	To maintain a safe and engaging environment in the dining area.

		E	D	How Identified
Qualifications	GCSE English and maths Grade A-C (or equivalent – e.g. Certificate in Adult Literacy / Numeracy Level 2)	✓		AF, C
	Teaching Assistant Level 1	✓		
	Paediatric First Aid certificate		✓	
Relevant Experience	Experience of working with children and young people	✓		AF, I, R
	Collaborative working within a team	✓		
	A good understanding of healthy eating	✓		
	An understanding of why equality of opportunity is important	✓		
Skills & Abilities	Motivation to work with children and young people	✓		AF, I, R
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
Knowledge	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I, R
	A secure knowledge of good social interaction and dining behaviours	✓		
Interpersonal/ Communication Skills: Verbal Skills	Ability to work effectively as part of a team	✓		AF, I, R
	Ability to interact well using courtesy, tact, diplomacy and negotiation skills	✓		
	Engage in additional training and development including being proactive in identifying own development needs	✓		
	To show respect and courtesy at all times when dealing with routine enquiries from children, parents/carers, colleagues and members of the public	✓		
	Speaks clearly and accurately using grammatically correct spoken English	✓		
Written Skills	Be confident in written communication including the reporting of incidents. (eg first aid and CPOMS)	✓		AF, I, R
Disclosure & Barring Service	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)