

## Job Description: Lunchtime Assistant

Responsible to:	Site Manager
Job Type:	Permanent
Grade:	3
Hours per week:	Maximum 10
Working weeks:	38
Location	<sup>1</sup> Larkmead School

### Job Purpose:

Working within a framework of duties provides support for the social and personal needs of pupils, ensuring that they have a safe and healthy environment during lunchtime break periods at school.

To act as an integral part of the school staff team, and as such to contribute to the overall aims of the school, working within agreed policies and procedures.

### Support for Pupils

- To establish and maintain effective relationships with pupils, monitor and support them during lunch break activities.
- To develop and maintain working relationships with other school staff, and to review and develop skills and practices.
- To contribute to the management of pupil behaviour and security in line with school policies
- Assist with the management of communal areas, picking up litter and emptying bins
- To follow the wet lunchtime procedures

### Behaviour Policy

- To administer basic First Aid in the playground where necessary and refer/report concerns to the designated member of staff;
- To ensure that paperwork associated with any incident is completed properly and that the relevant staff are informed.

### Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals

<sup>1</sup> Cambrian Learning Trust (CLT) Employees are predominantly based at one location but may be required from time to time to work at another school within the MAT. A full list of schools within CLT can be found at <https://cambrianlearningtrust.org>

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- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

*Cambrian Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their job role.*

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## Qualifications and Experience

Qualities	Essential/Desirable
<b>Experience</b>	
Working with or caring for children of relevant age	E
Experience of working with children in a school setting	D
<b>Qualifications &amp; Training</b>	
First aid training/training provided as appropriate	D
<b>Knowledge &amp; Skills</b>	
Good oral communication skills	E
Have a positive attitude to behaviour and be able to demonstrate positive behaviour strategies	E
Show a willingness to build constructive working relationships and communicate effectively with pupils and colleagues.	E
Ability to use initiative within set parameters.	E
Ability to be firm and calm and respond quickly to developing situations.	E
Demonstrate an energetic, friendly, and patient caring approach.	E
Demonstrate a positive attitude to training and to be able to work as part of a team.	E
Awareness of school security	E
Awareness of basic Health and Safety principles, including manual handling of equipment.	E
Willingness to support the wider school community	D

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