



Job Description

Lunch Time Support Assistant

The post holder reports to the Senior Lunchtime Organiser, Head teacher of School and the Assistant Head.

Main Purpose of the Job

To provide high quality support over lunchtime, supporting healthy eating, a range of lunchtime clubs, feeding and changing students as appropriate.

Main Duties and Responsibilities

1. To help create an atmosphere so that the meal and lunchtime recreation is a pleasant experience for pupils and staff.
2. To supervise pupils in the dining area/s and elsewhere as required by the Head teacher.
3. Attend to the physical needs of students as required such as, feeding, toilet needs, changing and hand washing.
4. To support pupils in tutor time or daily act of worship as appropriate.
5. Develop good professional relationships with students and other staff members.
6. To attend regular staff meetings.
7. To undertake full induction training and attend ongoing regular training sessions.
8. Undertake activities with groups of students during lunchtime clubs eg football, outdoor play, magazine club, art club, sensory story club.
9. To assist at tables and to support pupil food choices, and the development skills.
10. To report more serious accidents to the Senior Lunchtime Organiser and to accompany sick or injured pupils home or to hospital, in a taxi or other transport provided.





11. Taking pupils who have minor accidents or are unwell to the Senior Lunchtime Organiser, for first aid where necessary, and if first aid is not necessary, comforting and reassuring them.
12. To ensure that equipment is maintained and put away, both in and out of the dining hall, including the movement of tables and chairs.
13. To become familiar with all aids and equipment used in school after relevant training, including the use of hoists to move pupils, and to be able to use the equipment safely and in a way which maintains the dignity of the students.
14. Responsible for implementing statutory and local authority policies and procedures relating to standards of Education, Health and Safety and Care and to carry out those procedures competently e.g. accident, fire, child protection
15. To carry out all the policies in the staff handbook after training, maintaining procedures in line with statutory regulations, Health and Safety, COSHH, Manual Handling, etc.
16. To converse at ease and provide advice in accurate spoken English is essential for the post.

Where the postholder is disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If however, a certain task proves to be unachievable job redesign will be pursued.





Person Specification: Lunch Time Support Assistant

Essential Criteria	How identified	Desirable Criteria	How identified
<p>Skills</p> <p>To demonstrate an interest and involvement in working with children and young people.</p> <p>The ability to understand as well as supervise children and young people.</p> <p>Ability to respond to everyday situations.</p> <p>Ability to communicate with others and work as part of a team.</p> <p>Command of spoken English sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.</p> <p>Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.</p> <p>Personal commitment to excellence in service delivery.</p>	<p>Application form and interview</p> <p>Application form and interview</p> <p>Application form and interview</p> <p>Application form and interview</p> <p>Application form and interview</p> <p>Application form and interview</p> <p>Application form and interview</p>	<p>Ability to attend to children’s personal needs, including pastoral, social, health, physical hygiene, minor first aid and welfare matters.</p> <p>Ability to be self-motivated to complete tasks to required time scales and quality standards</p>	<p>Application form and interview</p> <p>Application form and interview</p>
<p>Knowledge and Understanding</p> <p>An understanding of the role of a Lunchtime Support Assistant.</p> <p>Be able to demonstrate discretion in dealing with confidential and sensitive issues.</p>	<p>Application form and interview</p> <p>Application form and interview</p>	<p>To be aware of policies and procedures relating to child protection, health and safety and security, confidentiality and data protection and have a full regard to the School and Trust Equal Opportunities Policy.</p>	<p>Application form and interview</p>
<p>Qualifications/Training</p> <p>Experience of working with children/young people with communication, severe, profound or complex learning difficulties.</p>	<p>Application form and interview</p>		
<p>Other Conditions</p> <p>Enhanced DBS clearance</p> <p>Personal commitment to continuous self-development and school improvement</p> <p>Personal commitment to ensure support is equally accessible and appropriate to the diverse needs of the pupils.</p> <p>To be available for work during school holidays if required (unless on annual leave).</p>	<p>Following offer of post</p> <p>Application form and interview</p> <p>Application form and interview</p> <p>Application form and interview</p>		

