

Job Description

Role	Grade	Location	Reports to
Lunchtime Support Assistant	Grade 2	Pioneer House High School	Headteacher

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.

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

Main accountabilities

1. To help create an atmosphere so that the meal and lunchtime recreation is a pleasant experience for pupils and staff.
2. To supervise students 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 students 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 student food choices and development skills.
10. To report serious incidents and accidents to Senior staff.
11. Taking students who have minor accidents or are unwell to seek 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 policies and procedures relating to standards of Education, Health and Safety and Care and to carry out those procedures competently.



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15. To carry out all the policies in the staff handbook after training, maintaining procedures in line with statutory regulations, Health and Safety, Manual Handling, etc.
16. To converse at ease and provide advice in accurate spoken English is essential for the post.

All employees in the Trust are expected to:

- Support the vision, values and objectives of the Trust and demonstrate a collaborative, team working approach to school and Trust improvement
- Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate
- Promote and act in accordance with the Code of Conduct and key policies including the Trust's Health and Safety Policy, Equality Policy and Data Protection Policy
- Effectively represent the Trust when liaising with contractors and outside agencies/organisations
Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents and colleagues
- Demonstrate a commitment to continuous professional development
- Carry out duties other than those listed in the job description at an appropriate level, where the post holder has appropriate qualifications and has received appropriate training
- Consent to an Enhanced Disclosure and Barring Service check.

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Person Specification	Essential / Desirable	Assessment stage
Qualifications		
Knowledge and Experience		
The ability to understand as well as supervise children and young people.	Essential	Interview
Experience of working with children/young people with communication, severe, profound or complex learning difficulties.	Desirable	Application/interview
Ability to attend to students' personal needs, including pastoral, social, health, physical hygiene i.e. toileting and changing, minor first aid and welfare matters.	Desirable	Application/interview
Ability to develop good working relationships with all contacts.	Essential	Interview
To be aware of policies and procedures relating to child protection, health and safety and security, confidentiality and data protection.	Desirable	Interview
To communicate clearly and be able to understand written and verbal instructions.	Essential	Application/interview
Behaviours and Values		
Ability to relate well to children and adults	Essential	Interview
Ability to work as part of a team or individually	Essential	Interview
Personal commitment to self-development	Desirable	Application/interview
Self-motivation and personal drive to complete tasks to required time scales and quality standards	Essential	Application/interview
Willingness to work flexibly and to undertake any other duties which contribute to the delivery of Trust Services.	Essential	Interview