



St. Mary & St. Thomas Aquinas Catholic Primary School

Job Description for Lunchtime Assistant

Name:

Job Title: Lunchtime Assistant

Responsible to: Head teacher

Review Date: Annually

St. Mary & St. Thomas Aquinas was founded by and is part of the Catholic Church. The school is one of the means through which the Church's educative mission is fulfilled and is therefore to be conducted as a Catholic School in accordance with canon law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Hexham and Newcastle.

Working Hours

As a Lunchtime Assistant you are required to work from 12:00 noon- 01.00 p.m. each day. Term time only.

You must be available for work on 195 days in any academic year of which 190 days shall be days on which pupil contact will be required and 5 days with no pupil contact.

In all cases the start and finish time of each session will be determined by the Head Teacher.

Purpose of Role:

- To take responsibility for the welfare, safety, contentment, support and general supervision of all children in the school during the lunchtime period.
- To make sure all pupils have a good lunch in a calm atmosphere that they enjoy and feel safe.
- To lead constructive play opportunities for pupils.

Main activities and Responsibilities:

- To work with children and to do the utmost to create an atmosphere where they feel safe, secure, cared for, happy, fulfilled and are using their recreation time constructively and enjoyably.
- To relate to children patiently, firmly when necessary and with good humour, showing due respect for equality and cultural identities.

- To take and carry out instructions from the Senior Midday Supervisor in all aspects of the work.
- To be flexible and willing to work in any department as requested by the Midday Senior Supervisor or Head/Deputy Headteacher.
- To be aware of potential difficulties children might have and stop incidents before they happen.
- To judge when advice or assistance is needed to meet pupils' needs and react calmly and quickly in any emergency.
- To understand the importance of the school meal and the midday break as being a social and educational occasion.
- To help children with their food, encouraging them to eat a good meal in a calm atmosphere. To help children with the cutting up of their food and carrying and scraping of trays where appropriate. To ensure the lunchtime session is a happy occasion for all pupils.
- To ensure that all chairs and dining tables are cleaned of spillages and crumbs before children sit down to eat their food.
- To relate to all staff and to work co-operatively with other people as part of a team.
- To understand the school policies on Health & safety, lunchtimes etc.
- To encourage acceptable behaviour at all times, deal with incidents and refer any difficulties to the senior Midday Supervisor. To follow the schools Behaviour Policy.
- In the dining room and playground to constantly move around, talk to the children and see all is well.
- To follow established rules (see Lunchtime policy).
- To make sure that children are never waiting unnecessarily in queues for their lunch.
- Ensure that all children wash their hands before entering the dining hall for lunch.
- To take an active role in training on offer.
- To lead constructive play opportunities for children, for example organising group games in the playground.
- To liaise with Mandie Green re. note books between 1 –1. 15 p.m. each day.

Reporting the presence of intruders or strangers to Midday Supervisor;

Be aware of and comply with all school policies relating to child protection, confidentiality, data protection, social media and safeguarding.
To be available to attend First Aid training and Safeguarding training on a regular basis.

Carrying out further instructions from the Headteacher or Midday Supervisor;
Familiarising yourself with the school discipline, Health & Safety and anti-bullying policy and encouraging a caring and Christian attitude consistent with the school Mission Statement

This job description may be amended at any time following consultation between the headteacher and yourself and will be reviewed annually.