**Biddick Primary School**

**JOB DESCRIPTION**

Post: Lunchtime Assistant

Grade: 1 scale point 3

Responsible To: School Business Manager, Deputy Headteacher/Headteacher

It is expected that you will be a positive and committed member of the team of staff at

Biddick Primary School, playing a full role in the education, personal and social development of our children.

* *Keep to our code of conduct and act at all times within the school ethos.*
* *Be aware of and implement appropriate school policies as agreed by the governors, in particular: Health & Safety, Child Protection and Safeguarding, Equality and Equal Opportunities.*
* *Treat all children with respect, trust, kindness and honesty*.
* *Be a role model for all pupils and parents in behaviour, dress and communication, using* the appropriate language and speech you would expect from the children.
* *Support and contribute to safeguarding and promoting the welfare of children, including through following our Safeguarding and Child Protection Policy and the Code of Conduct for Safer Working Practice.*
* *Maintain confidentiality at all times and observe data protection and associated*

*guidelines where appropriate.*

**MAIN PURPOSE OF THE JOB**

To ensure the safety, well-being, and care of the pupils of the school and to promote their social, emotional and physical development during the lunch time period.

**Main Duties and Responsibilities:**

1. To take responsibility for the supervision of pupils, indoors and outdoors, during the lunchtime period, ensuring their safety, welfare, physical and mental well-being.
2. To deal with any accidents and incidents that occur during lunchtime in line with school policies and procedures.
3. To contribute to the smooth running of lunchtime rotas and seating arrangements.
4. To liaise with school staff and pass on any concerns.
5. To oversee the dinner queue and ensure calm and orderly entrance of pupils into dining hall and from dining hall to playground.
6. To attend to children in the dining hall, encouraging good table manners.
7. To encourage an atmosphere of stability and calm in the school hall.
8. To wipe tables and clear up any spillage etc. where necessary.
9. To supervise children coming and going during the period (i.e. going for lunch, returning trays etc.)
10. To ensure the dining areas are left clean and tidy, assisting with clearing tables and any other equipment used within the lunch period.
11. To maintain high standards of behaviour at lunchtime both indoors and outdoors.
12. To encourage positive play, both on the playground and indoors on wet days.
13. To attend training relevant to the post.
14. To perform basic first aid as necessary, ensuring staff are fully informed of any accidents.
15. To work as part of an effective team.
16. To follow school policies.
17. The post holder may undertake any other duties that are commensurate with the post.

**PERSON SPECIFICATION - LUNCHTIME SUPERVISOR**

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| **Attributes** | **Essential** | **Desirable** |
| Education/Training/Qualifications | * Good interpersonal skills with both children and adults
* Basic literacy and numeracy skills
* Willingness to undertake first aid training
 | • First aid certificate  |
| Relevant Experience | • Working with children of between the ages of 4-11 |  |
| Knowledge & Skills | * Ability to work constructively as part of a team
* Ability to relate well to children and adults
* Good organisational and prioritising skills
* Ability to deal with any incidents calmly
 | * Willingness to develop skills further
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| Personal Attributes | * Friendly yet professional and respectful approach
* Demonstrate mutual respect towards children and other adults
* Relate sensitively to children and their needs
* Ability to promote high standards of behaviour from pupils in a friendly but firm manner
* Confident communicator
* Ability to work as part of a team and use own initiative
* Able to accept responsibility and accountability and learn from experiences and challenges
* Open, honest and an active listener
* Demonstrate energy, enthusiasm and a positive attitude
* Understanding of behaviour management strategies and appropriate ways of managing individuals and groups
* Knowledge and understanding of Safeguarding and Health and Safety issues
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