WISE ACADEMIES

Job Description

JOB TITLE	Lunchtime Care Assistant
GRADE	SCP 1-2
RESPONSIBLE TO	Headteacher
MAIN PURPOSE OF THE JOB	To assist teaching staff/and or Senior Lunchtime Care Assistant with monitoring pupils during lunchtime and to ensure the well being and safety of pupils, in line with the academy's policies and procedures.
HOURS	8 hours 45 minutes per week, term time only (38 weeks)

Principal Responsibilities

Offering care and support throughout lunchtime

Working as a team member under the direction of teaching staff

Assisting teaching staff with the responsibility of a group of pupils or an area

Setting out crockery/cutlery and preparing dining area to support the younger children

Assisting in the domestic care and general welfare of pupils in respect of toileting and changing, at meals times, and using specialist equipment where necessary (for which relevant training will be provide if required)

Being responsible for the well being and social interaction of the pupils during lunchtime

Promoting high standards by teaching children how to use cutlery correctly and promoting good table manners

Providing an attractive environment by: cleaning seating areas between sittings and ensuring tray units are cleared systematically throughout lunchtime

Promoting good order and high standards of behaviour

Demonstrating flexibility in relation to covering different areas within the school

Assisting in the supervision of other activities during lunchtime including setting out and storing of relevant equipment

Ensuring the safety of all children outside in the Early Years area following lunch

Reporting any accidents and incidents that occur during lunchtime to senior staff in line with academy policies and procedures

Other

To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour

To promote the safeguarding of children

To carry out the duties and responsibilities of the post, in accordance with the academy's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.

To undertake other duties appropriate to the post that may reasonably be required from time to time.