

# Job Description: Lunchtime Assistant

### Job Purpose:

To supervise pupils who remain on the school premises during lunch break, ensuring that the children eat meals safely and behave appropriately.

Responsible to: Assistant Headteacher

### Duties:

The lunchtime assistant will:

* ensure that pupils wash their hands before they eat
* escort pupils to and from the dining area, as necessary
* ensure that pupils having a school lunch are in the dining hall at the correct time
* help younger pupils at the servery counter with the proper use of cutlery, and help them cut up their food when necessary
* assist pupils with the return of used plates, trays, cutlery and beakers, and with the cleaning of tables when lunch is finished
* encourage and support children to eat school or packed lunch
* supervise pupils eating food brought from home, and ensure that all packed-lunch equipment is cleared away after use
* maintain a quiet calm environment in the dinner hall
* report to the class teacher any child whose diet may give rise for concern
* supervise groups of children in the playground or the classroom, depending on the weather
* devise, initiate and facilitate constructive play opportunities for children when required
* ensure that children remain within a safe environment, and that they play safely
* ensure play equipment is suitable and safe and any defects are reported to team leader
* maintain and clean play equipment
* set suitable behaviour standards in line with school policy
* help children acquire social skills
* attend to minor accidents sustained during the midday break, and seek appropriate assistance if necessary, completing written reports in line with school policy
* attend to any pupil who becomes ill during the midday break, and again seek appropriate assistance
* report to the team leader and when appropriate the Head of School, any incidents and/or disclosures under the Child Protection legislation
* report to the team leader any acts that constitute serious infringements of school rules
* liaise effectively and professionally with all staff members within school as required
* attend training, as required; this includes Child Protection, Active Playground, and any other appropriate training
* promote the school’s policy on equal opportunities and racist incidents
* **This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a DBS check from the Disclosure and Barring Service.**
* **Oak Learning Trust safeguards and protects its students and staff by being committed to respond in accordance with Sunderland Local Safeguarding Board procedures.**