



## FULWELL INFANT SCHOOL ACADEMY

### LUNCHTIME CARE ASSISTANT

#### JOB DESCRIPTION

**POST TITLE:** Lunchtime care assistant

**GRADE:** 1 SCP 10-11

**RESPONSIBLE TO:** Head Teacher

#### Hours of Work

2 hours per day or such hours determined by the Board of Governors. The starting and finishing times of each day are to be determined by the Head Teacher. Currently: **11.15 am - 1.15 pm.**

*Please arrive in school 5 minutes before commencing duties. Please note that holidays should not be taken during term time.*

#### Overall Objectives of the Post:

To supervise the children throughout the lunchtime break and assist in the promotion of good behaviour management.

#### Key Tasks of the Post:

*1. To supervise the children throughout the lunchtime break. You will:*

- Check that all children have washed their hands before entering the dining hall and, where necessary, help the younger children to do so.
- Train children to use the cutlery correctly and to observe table manners.
- Be responsible for the general standard of behaviour in the dining hall - to ensure that children are quiet and orderly, line up sensibly etc.
- Help children who have eating/toilet difficulties e.g. cutting up meat or supporting intimate care procedures (changing clothes)
- Ensure that all spillages of food or liquid both on the table and on the floor are cleaned up immediately in order to maintain a safe and hygienic environment.
- Encourage the children to eat their meals and to try everything on their trays.
- Deal immediately with any hazards which could cause an accident in the dining hall.
- Supervise the children at play, patrolling the yard/field, after they have left the dining hall and organise games for children.

- Demonstrate flexibility in relation to covering different areas within the school.
- Assist in the supervision of other activities during lunchtime including setting out and storing of relevant equipment.
- Ensure the outside and inside areas are left tidy for the afternoon session.
- Inform the Head Teacher or Deputy Head Teacher of concerns about unacceptable behaviour. *(Class teachers will be informed of incidents, if it is deemed necessary, by the Head Teacher).*
- Inform the class teacher of any accidents/information regarding a child at lunchtime, before the afternoon session begins.
- Display commitment to the protection and safeguarding of children.
- Give immediate attention to accidents and report them as soon as possible to the person on First Aid duty.
- Attend any training courses which the Head Teacher may consider appropriate to the duties of the job. **This may include First Aid at Work Training and Child Protection Training.**
- Maintain the principles and procedures set out in the Schools' Mission Statement and Behaviour Policy.
- Build up positive relationships with the children, staff and parents.
- Work collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Reflect upon and seek to improve personal practice.
- Be an effective role model for the standards of behaviour expected of children.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Academy.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Academy records and information.

The post holder must carry out their duties with full regard to the Academy's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Academy Policies.

The postholder must comply with the Academics Health and safety rules and regulations and with Health and Safety legislation. All employees have a responsibility of care for their own and others' health and safety.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: WA/TH/AG  
Date: 16.11.18