



Holy Family Catholic Primary School

Headteacher: Mr S Gallagher



JOB DESCRIPTION **School Lunchtime Assistant**

Lunch time is recognised as the largest period in the school day when the children are not engaged in structural learning tasks taught by a teacher. It is a time when children should enjoy their leisure and be encouraged to socialise together as a Catholic family respecting their own and others individual needs.

The Welfare Assistants have a much valued and responsible role to play during this period.

Duties and Responsibilities

On Arrival.

- ✓ Welfare Assistants should be ready for work at 12 noon.

In the Playground

Welfare Assistants should position themselves so that

- ✓ all children are in view
- ✓ each Welfare Assistant can give full attention to the needs of the children
- ✓ immediate response can be given to any incident
- ✓ implement the school's discipline policy as appropriate
- ✓ the children play on the hard surface play areas except when permitted to play on the field.
- ✓ if a child has a minor injury he/she should be looked after by the welfare staff.

The same procedure applies for indoor supervision during inclement weather.

In fair weather the Welfare Assistants will ensure that all children who are not dining or working with a teacher will be outside.

Wet Weather - Indoor Supervision

During inclement weather the children need to be supervised inside classroom areas.

The children should have table top games, crayoning, reading or drawing activities based in each classroom.

- ✓ The welfare assistant on duty should
- ✓ encourage the children to play quietly and sensibly
- ✓ keep noise to an acceptable level
- ✓ ensure that the classrooms are tidy for the start of the afternoon session
- ✓ children should be in their own classrooms on the carpet or in seats for 1.00pm the start of the afternoon session.

In the Hall

The Welfare Assistant on duty in the hall is there to supervise the children by:

- ✓ Encouraging children to enter and leave the hall in a quiet and orderly manner
- ✓ help children as needed
- ✓ provide drinks of water as needed
- ✓ encourage good table manners and social skills
- ✓ keep noise to an acceptable level



- ✓ clear tables of crockery and cutlery until such a time as the majority of children have left the hall.
- ✓ Sanitise tables and wipe any spills from chairs and floor.
- ✓ implement the school's discipline policy as appropriate

As the children on school dinners finish their meal they should be encouraged to walk out as quickly as possible. The sandwich children will be brought in by the duty teacher, these children should be helped to find a seat and settle to their lunch as quickly as possible.

Discipline

The school welfare assistants will adopt the school's discipline policy.

A child misbehaving in the playground should be withdrawn from the play situation for an agreed period of time. Should a child's misbehaviour be of a serious nature then the teacher on duty should be consulted.

Sickness or Accident

The School's policy on Accident and sickness Procedure should be followed.

- ✓ Welfare Assistants are to assist the Headteacher in fulfilling the school staffs role of acting 'in loco parentis'
- ✓ Should a child sustain an injury that requires the attention of the school's designated First Aider, or the attention of the member of staff on duty, that injury should be recorded in the accident book (e.g. head injuries) and should be reported to the child's class teacher.
- ✓ **all** Welfare Assistants need to complete the appropriate accident report form

At the end of lunch time period

At 1.00pm the children should be supervised back to their classrooms in an orderly manner. At this time the Welfare Assistants should report any incidents or notable accidents to the class teacher.

Policies

School Welfare Assistants need to know the school's policies on

- ✓ Accident and sickness
- ✓ Lunch time supervision
- ✓ Discipline.
- ✓ Health & Safety / Fire Drill

Conclusion

This job description will be needed to be revised according to the needs of the school in consultation between the Headteacher and School Welfare Assistant's.

Signed (school) _____

Date: _____

Signed (employee) _____

Date: _____