



## **St Catherines Catholic Primary School, Lowton**

### **Job Description**

<b>Job Title:</b>	Teaching Assistant Level 1 - Lunchtime
<b>Job Purpose:</b>	<p>To work under the direct instruction of senior staff, usually in the dining areas, classroom areas/hall and playground areas with other support staff.</p> <p>To support access to learning for pupils, positive management of pupils and welfare during the lunchtime period.</p>
<b>Line Management:</b>	Lunchtime Supervisor
<b>Liaising with:</b>	Headteacher, Senior Leadership Team, Teachers, Support Staff, Parents, Governing Body, LEA Representatives, Diocesan Representatives, External Agencies
<b>Salary Scale:</b>	G2 point 7-11
<b>Working Time:</b>	Part-time 6.25 hours per week (term time only) Monday to Friday 11.55 am – 1.10 pm
<b>DBS Disclosure Level:</b>	Enhanced

#### **SUPPORT FOR PUPILS**

- Attend to the pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
  - Supervise and support pupils ensuring their safety and access to learning
  - Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
  - Promote the inclusion and acceptance of all pupils
  - Encourage pupils to interact with others and engage in activities led by the Welfare staff
  - Encourage pupils to act independently as appropriate
  - The general supervision of children with regard to behaviour and good table manners
  - Encouraging the children to eat their dinners
  - The supervision of children at all times during the lunch break period, including washing hands, lining up, collecting trays, moving around the building and playground areas
  - Responsibility for cleaning up dining hall spillages, packed lunch areas, etc. which need urgent attention.
  - Preparing the dining areas for lunchtime, i.e. putting out tables and cutlery
  - Putting tables away and ensuring the dining areas are swept and mopped
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- Supervising the toilet areas and children who are unable to play outside
- Applying simple first aid and referring accidents to a First Aider.
- Developing play and social activities
- Reward pupil behaviour and attitudes positively through the agreed system

#### **SUPPORT FOR THE TEACHER**

- Ensure that classroom areas are ready for lessons after the lunch time period
- Be aware of pupil problems/progress/achievements/behaviour and report to the teacher as agreed at the end of the lunchtime session
- Undertake pupil record keeping as requested in relation to health and safety, first aid and behaviour
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate

#### **SUPPORT FOR THE CURRICULUM**

- Support pupils to understand instructions
- Prepare and maintain equipment/resources as directed and assist pupils in their use e.g. the play equipment

#### **SUPPORT FOR THE SCHOOL**

- Be aware of and comply with the policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
  - Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
  - Contribute to overall ethos/work/aims of the school
  - Appreciate and support the role of other professionals
  - Attend relevant meetings as may be reasonably directed
  - Participate in training, other learning activities and performance development as may be reasonably directed
  - Assist with the supervision of pupils out of lesson times at lunchtimes as may be reasonably directed
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