

THE CORBET SCHOOL

Lunchtime Assistant Job Description

Purpose of Post

Under the direction of senior staff; support and supervise and monitor pupils at lunchtime in the dining hall, on the school grounds or in wet weather areas.

Principal Duties and Responsibilities

1. Main Responsibilities

- Maintain calm discipline according to the rules of the school.
- Establish safe and appropriate behaviour by using effective intervention
- Assist in clearing the hall and the wet weather rooms after a wet lunchtime.
- Deal with any incidents and/or accidents involving pupils, administer first aid where applicable and record in the appropriate books
- Monitor pupils; watching for fights, possible bullying, isolated pupils and any pupils leaving the site.
- Liaise with senior members of staff regarding issues arising and possible courses of action.

2. Other Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, discipline, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

3. Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

4. Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

5. Other Duties

- Any other duties that would reasonably be expected of the post holder.

Lunchtime Assistant Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ➤ Good standard level of education 	<ul style="list-style-type: none"> ➤ First Aid qualification
Work or relevant experience		<ul style="list-style-type: none"> ➤ Experience of working with children ➤ Experience of working in an educational setting or other relevant environment
Knowledge and understanding	<ul style="list-style-type: none"> ➤ Confident of working with children 	<ul style="list-style-type: none"> ➤ Basic awareness of first aid (or willingness to undertake training)
Skills and Abilities (relevant to post)	<ul style="list-style-type: none"> ➤ Willingness to participate in training and development opportunities ➤ Sufficiently fluent in spoken English to ensure effective performance in the role 	
Personal Qualities	<ul style="list-style-type: none"> ➤ Good communication skills ➤ Ability to relate well to children and adults ➤ Enjoy working with children ➤ Ability to work well as part of a team ➤ Flexibility and reliability ➤ Ability to maintain confidentiality 	

The Corbet School is committed to Safeguarding and promoting the welfare of children, therefore the successful applicant will be required to undertake an enhanced DBS Disclosure & Barring Check.