

WELLSPRING ACADEMY TRUST

JOB DESCRIPTION & PERSON SPECIFICATION



Job Title:	Lunchtime Assistant
Grade:	A1/2
Accountable to:	Executive Principal
Special Conditions of Service:	No smoking policy. Term time working (potential holiday club upon consultation)

1. Purpose of Role:

To be responsible for ensuring the good conduct and safety of pupils during the lunchtime period. The organisation and deployment of lunchtime staff (e.g. supervisory assistants). Organising appropriate structured creative play activities. To work under the instruction/guidance of the Executive Principal/teaching staff /senior staff.

2. Main Duties:

- To contribute to the overall ethos/work/aims of the school;
- Identify any inappropriate behaviour in pupil(s) and encourage pupils to take responsibility for their own behaviour using methods suggested by the Teacher/Executive Principal (typically this post is not required to regularly handle very difficult or challenging behaviour from pupils, although there may be some requirement to do so).
- Ensure that all pupils are complying with the school's behaviour policy and that the Supervisory Assistants implement and support the school's behaviour policy.
- Effective management of resources and deployment of staff to ensure high quality standard of support for pupils during the lunchtime period.
- Effectively communication with team members and to ensure staff work effectively as a team.
- Awareness of Safeguarding procedures within the academy and the appropriate contact to refer issues to.
- Enabling children to be ready for learning in the afternoon period by the organisation of structured play activities.
- Taking responsibility for communicating any issues that have occurred over the lunchtime period to appropriate staff within school.
 - Receiving communication from staff regarding any issues that lunchtime staff need to be aware of and communicating this to the appropriate members of the lunchtime team.
 - Ensuring play activities are inclusive for all pupils.
 - Reporting and any accidents / incidents using appropriate mechanisms within school and completing accident forms, where appropriate.
 - Set standards for table manners and ensure that healthy eating initiatives are promoted.
 - Ensure that all staff implement and support the academy's behaviour policy.
 - Knowledge of appropriate health and safety issues and responsibility for reporting any issues through the correct procedures within school.
 - Ensure any training issues for lunchtime staff are identified and discuss appropriate training with Executive Principal/Teacher.
 - Communicate to staff appropriate procedures for inclement weather.
 - To be responsible for the monitoring of play activities within the lunchtime period.
 - To work in an anti-discriminatory manner and uphold and promote the standards and equal opportunities of the trust;
 - Ensuring the delivery of creative play opportunities within a safe and caring environment;
 - To ensure promotion and support of Equal Opportunities and Health & Safety;
 - To carry out any the duties as reasonably requested by the Executive Principal;
 - To undertake any other duties that are commensurate with the post.

Principal Responsibilities

- Provide support for students and staff as outlined, under the direction of the Executive Principal.
- To provide care for daily lunchtime provision
- To support all pupils within the provision with high quality and creative activities.
- To support health & safety and good table manners daily.

3. Standard Duties in all Trust Job Description

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices.
- Show a commitment to ensuring that children and young people learn in a safe environment.
- Participate in relevant and appropriate training and development as required.

Method of Working

The Wellspring Academy Trust expects all staff to work effectively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, communicating with colleagues both formally and informally, offering guidance and information in accordance with Trust guidelines, policies and procedures when requested and contributing to the maintenance of the Trust environment. Staff are expected to make themselves aware of the relevant policies and procedures. All staff are required to maintain confidentiality.

Public Relations

Considerable importance is attached to the public relations aspect of our work. Staff must project a positive image of the Trust at all times and through all activity.

DBS Certificate

All staff are required to undertake a Disclosure and Barring Service (DBS) check. The Wellspring Academy Trust takes its duty to safeguarding the young people with which it works seriously.

PERSON SPECIFICATION

POST TITLE: Lunchtime Supervisor

GRADE : A2/3

Essential Criteria	How Identified	Desirable Criteria	How Identified
<p>SKILLS</p> <p>Can use plan and provide creative activities for pupils</p> <p>Ability to organise and lead activities</p> <p>Ability to relate well to children and adults and work as part of a team.</p> <p>excellent listening skills and a responsible and caring attitude</p> <p>patience and tolerance</p>	<p>Application Form and Selection Process</p> <p>Application Form and Selection Process</p> <p>Application Form and Selection Process</p>	<p>Constantly improve own practice/ knowledge through self-evaluation and learning from others</p>	<p>Application Form</p>
<p>KNOWLEDGE & UNDERSTANDING</p> <p>Understanding of statutory frameworks relating to childcare</p> <p>Experience working with children of relevant age in a learning environment.</p> <p>Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies</p> <p>Good understanding of child development and learning processes</p> <p>Full working knowledge of relevant policies/codes of practice/legislation</p>	<p>Application Form and Selection Process</p> <p>Application Form and Selection Process</p> <p>Application Form and Selection Process</p> <p>Application form and Selection Process</p> <p>Application Form</p>	<p>Work constructively as part of a team, understanding roles and responsibilities and your own position within these</p>	<p>Application form and Interview</p>
<p>QUALIFICATIONS/ TRAINING</p> <p>Meets required standard in children care qualifications i.e Play worker Level 2/3/4/5</p> <p>Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths</p> <p>Training in relevant child care accredited courses</p>	<p>Application Form and Selection Process</p> <p>Certificates</p> <p>Application Form and Selection Process</p> <p>Application Form and Selection Process</p>	<p>Specialist skills/training in curriculum or learning area</p>	<p>Application Form and Selection Process</p>
<p>OTHER CONDITIONS</p>	<p>Subject to enhanced DBS check</p>		

