



PINNER PARK JUNIOR SCHOOL



JOB DESCRIPTION

Job Title:	Lunchtime Assistant (SMSA)
Grade:	G1 – scale point 4
Reports to:	Headteacher, Deputy Headteacher, Senior SMSA
Hours:	8¾ hours per week at lunchtimes – term time only
Date:	February 2016

Pinner Park is a Rights Respecting School

Article 24

Children have the right to the best health care possible, safe water to drink, nutritious food, a clean and safe environment, and information to help them stay well.

Article 31

Children have the right to play and relax.

ROLE

Responsible under the direction of the Senior Midday Supervisor for maintaining the safety, welfare and good conduct of pupils during their midday lunch break.

RESPONSIBILITIES

- To ensure compliance in safeguarding and promoting the welfare of children.
- To ensure compliance with your responsibilities as laid out in the council's equal opportunity policy and take an active role in promoting equality and diversity.
- To ensure compliance with the School policies and to maintain confidentiality.
- To ensure compliance with your responsibilities and take an active role in promoting a positive health and safety culture.
- To attend training/professional development courses relevant to the duties and responsibilities outlined in this Job Description.

MAIN DUTIES

- All adults are responsible for developing positive relationships with pupils and supporting children in respecting everybody's rights when eating lunch and in the playground.
- To supervise pupils in the dining hall, classrooms or playground during the lunchtime period ensuring good standards of behaviour at all times.

- To respond appropriately to unforeseen interruptions/changes during the lunch break, for example, rain and the fire alarm.
- To be aware of the school systems and playground rules and signals (whistles, bells).
- To exercise vigilance in respect of health and safety. Ensuring that no spillages or litter are left in the eating area after mealtimes and reporting any unsafe practices to the Senior Midday Supervisor.
- To supervise pupils in various games and activities in the classroom during wet lunch breaks.
- To be responsible for ensuring pupils who have been injured or are feeling unwell are escorted to the Welfare Room for the appropriate first aid treatment.
- To supervise and encourage age appropriate games and activities in the playground.
- To aid the Senior Midday Supervisor in setting out and putting away the lunch tables ensuring that the hall is clean and ready for afternoon lessons.

Knowledge, Aptitude & Skills	• To enjoy and have experience of working with children in an informal or formal setting showing an understanding of their needs	E
	• Ability to communicate effectively with children and adults	E
	• A good standard of spoken English	E
	• Ability to establish caring and sensitive relationships with pupils and other staff members, to support the caring ethos of the school	E
	• Ability to be flexible, work as part of a team and independently as required	E
	• A willingness to contribute to the general ethos of the School and to manage children effectively, with fairness and respect.	E
	• Experience of working with 7 – 11 year olds	D
	• Ability to self-evaluate learning needs and actively seek learning opportunities	D

D = Desirable E= Essential

Note to applicants – This Job Description specifies the knowledge, experience, skills, abilities, qualifications and training required to perform the duties of the post for which you are applying.

In your application you will need to explain how your knowledge, experience, skills, abilities gained in paid or unpaid work, study or training, meets each of the criteria, including your awareness, understanding and commitment to equality and diversity. If you fail to do so, you will not be short listed.