



<b>Job Description</b>	
<b>School</b>	Keep Hatch Primary School
<b>Post holder</b>	
<b>Job Title</b>	Lunchtime Assistant
<b>Employment Status:</b>	Fixed term until the end of the school year- Term Time Only
<b>Salary Scale</b>	Grade 3, Scale Point 5, NJC05. (Actual £3501.43)
<b>Hours of Work:</b>	6.25 hours per week (approximately 12:00 – 1:15pm)

**Job Purpose**  
To supervise and ensure the welfare of the children during the lunchtime period, both while eating their meal and in the playground (or inside if wet play).

**Personal Qualities**  
You need to have:

- A passion for our school’s vision, teaching and learning.
- High expectations for all pupils so that they are motivated and inspired.
- Warmth, care and sensitivity in dealing with children.
- The ability to reflect upon experience and respond positively to feedback in order to further improve professional practice.
- A sense of responsibility.
- The ability to use initiative when the need arises.
- A good sense of humour.
- Flexibility for change.

You need to be:

- Committed to the development and well being of both children and all other members of the Keep Hatch team.
- Time efficient when carrying out tasks.
- A well organised, self motivated person who enjoys working as part of a team.

**Skills / Abilities**  
You must be able to:

- Communicate effectively with both children and adults.
- Develop and maintain good professional relationships.

<p><b>Organisation chart</b></p> <pre> graph BT     LA[Lunchtime Assistant] --&gt; LS[Lunchtime Supervisor]     LS --&gt; OM[Operations Manager]     OM --&gt; SLT[SLT]           </pre>	<p><b>Summary of main contacts</b></p> <p>Teachers Pupils Other school staff Other professionals</p>
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## Teaching Assistant

### Main Tasks/Accountabilities

This is not intended to be an exhaustive or definitive list; you may be required to carry out other duties as required.

- Read and adhere to guidelines in the Staff Handbook and the Staff Code of Conduct
- Read and adhere to guidelines in all policies and especially the following:  
Assessment, Behaviour, E-safety, Feedback, Health and Safety, Anti-Bullying, Preventing Radicalisation, Child Protection, Special Educational Needs and Disabilities, Teaching and Learning
- Maintain confidentiality at all times
- Know the Keep Hatch behaviour expectations and systems and ensure that these are followed at all times in order to maintain the ethos of the school.
- Administer First Aid as required once appropriate training has taken place, taking note of procedures.
- Supervise and ensure the welfare of the children during the lunchtime break both inside and outside of the building. In case of wet weather, supervise the children inside the school as directed
- Assist with learning away lunch tables in the main hall
- Ensure that lunch tables and the area are clean and clear of rubbish for the children to begin lunch and that the hall is left clean and tidy for the afternoon school session
- Monitor the behaviour of children at all times in line with the school's Behaviour Policy. Be pro-active and vigilant regarding any situations that may be a cause for concern. Take appropriate action to resolve these issues and report them appropriately
- Observe Health and Safety regulations relating to the school at all times.
- Participate in training and other learning activities as required

The post holder should be prepared to undertake any other duties commensurate with the general level of responsibility of the post

Signed \_\_\_\_\_

Date \_\_\_\_\_