

Job Description – Lunchtime Assistant

Post holder:

Salary scale: Veritas Kent Range 2

The education and welfare of children in accordance with the requirements and conditions of Veritas Multi Academy Trust's *Pay and Conditions Document*, having due regard to the requirements of the policies and procedures of the school and Veritas Multi-Academy Trust. To uphold the vision statement and values for both the school and Veritas Multi-Academy Trust.

Status of the post

This is a support post within the school's staffing structure. The postholder operates under the direction of the lunchtime supervisor and headteacher, is accountable to the Trust Business Manager and responsible for upholding the vision and values of the school and trust.

Main purpose of the post

To maintain the Professional Standards common for lunchtime assistants, the postholder's key accountability will be for supporting the welfare of pupils during the lunch break and to engage in professional development.

Professional Responsibilities

The postholder will be required to exercise their professional skills and judgment to carry out, in a collaborative manner, the professional duties set out below:

Key responsibilities:

- Support lunchtime in the dining hall
- First Aid
- Supervision of pupils ensuring their safety and wellbeing of pupils during lunch play
- Play Activities

Key Roles:

- Supervise children in the lunch hall
- Ensure a calm and positive environment is maintained
- Encourage pupils to eat with courtesy and good manners
- Attend to spills and breakages
- Maintain positive behaviour and be a positive role model for pupils
- Interact and play with pupils, building positive and caring relationships
- Develop independence and responsibility in our pupils

- Monitor the safe use of play equipment
- Support First Aid
- Engage in training and research

Budget Accountability

Not responsible.

To Whom Responsible:

Trust Business Manager.

This job description may be amended at any time after discussion with you, but in any case will be reviewed during the performance review cycle.

Signed: Date:

Signed: Trust Business Manager

Your job description is intended as a reference document which identifies your main responsibilities and activities and is not a comprehensive list of all roles, responsibilities and duties undertaken.