



JOB TITLE: Lunch time Activity Support Assistant

RESPONSIBLE TO: Head Teacher

REPORTS TO: Head/Deputy Head Teacher

PURPOSE OF POST

To assist in securing the health, safety, welfare and good conduct of pupils, organising and supporting appropriate play activities and good behaviour in accordance with the practices and procedures of the school.

KEY AREAS

1. Supervision of Pupils
2. Promoting Positive Behaviour
3. Promoting Personal and Social Skills
4. Appropriate Communication
5. General

DUTIES AND RESPONSIBILITIES

1. Supervision of Pupils

- 1.1 To supervise and monitor play areas, and activities with pupils during midday break.
- 1.2 To lead, organise, support and encourage appropriate play activities
- 1.3 Responsible for the maintenance of games and equipment available for use of the pupils at midday break.
- 1.4 To undertake the personal care of pupils including toileting, dressing, sickness, as appropriate.

2. Promoting Positive Behaviour

- 2.1 To encourage positive behaviour through implementation of school's behaviour policies and practice, and dealing with incidents as directed.
- 2.2 To encourage pupils understanding and knowledge of the impact of their actions within the remit of Health and Safety.
- 2.3 Within the parameters of school positive behaviour practices and procedures, assist as appropriate to promote the maintenance of Health and Safety.
- 2.4 To provide information to the Senior Lunch Time Supervisor for the recording of incidents or occurrences.

3. Promoting Personal and Social Skills

- 3.1 To encourage pupils to maintain hygiene standards (e.g., washing hands after toileting).
- 3.2 To encourage pupils to leave all areas in a tidy condition.
- 3.3 To encourage good relations between pupils and adults through informal discussion and play situations.
- 3.4 To organise the distribution, monitoring and collection of lunchtime equipment.
- 3.5 To be actively involved and encourage lunchtime games/activities.
- 3.6 To encourage and develop social skills such as mutual respect and trust.
- 3.7 To be aware of cultural and social factors, which may have an effect on the supervision of the pupils.

4. Appropriate Communication

- 4.1 To report accidents or other occurrences such as child protection issue immediately to the relevant senior member of staff.
- 4.2 As necessary pass on verbal or written information to the Senior Lunch Time Supervisor or appropriate staff.

5. General

5.1 As part of your wider duties and responsibilities you are required to promote and actively support the school's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

To undertake such other duties and responsibilities that may be reasonably required by the Head Teacher within the scope of the post, in consultation with the post holder.

5.2 The post holder must at all times

- Take reasonable care of the health and safety of self, other persons and resources whilst at work.
- Co-operate with the school to enable the performance of the responsibilities under the Health and Safety at Work Act e.g. operate safe working practices.
- It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards service users or employees, including those who may be, for example, from minority ethnic communities, LGBTQ+, women, disabled or older people. The post holder should also counteract such practice or behaviour by challenging or reporting it.