



Cookridge Primary School

Tinshill Drive, Leeds, LS16 7DH

Headteacher, Mrs L Hunter

Tel. 0113 3862500 Email: info@cookridge.leeds.sch.uk

<http://cookridgeprimaryschool.co.uk>

JOB DESCRIPTION

Job Title: Lunchtime Assistant

Grade: A1

Hours: 7.5 hours per week, term time only

Accountable to: Lunchtime Supervisor

Purpose of the Role:

- Actively supervise the pupils in the playground and throughout the school premises during the lunchtime period.

Main Duties and Responsibilities:

- Supporting pupils while they are socialising/playing.
- Report accidents to the Midday Supervisor and complete accident form if necessary.
- Ensure that school discipline policies are implemented.
- Support the work of other Supervisory Assistants.
- Support induction and training of new staff as required by the Midday Supervisor.
- Respond to duty delegation as required by the Midday Supervisor.
- Lead the children in the establishment of suitable playground games/activities.
- Record inappropriate pupil behaviour and convey serious incidents to the Midday Supervisor and or teacher.
- Maintain checks throughout the lunch break to ensure pupils are safe.
- Follow advice given by Midday Supervisor on action to be taken in cases of inclement weather.

Health & Safety:

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the employer on all issues to do with Health, Safety and Welfare

Continuing Professional Development:

- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Undergo appropriate training in order to develop skills for the post.
- Maintain a portfolio of evidence to support the Performance Management process-evaluating and improving own practice.

Our school is committed to safeguarding and promoting the wellbeing of all children, staff and visitors. In order to sustain high levels of safeguarding, visitors and volunteers are expected to share this commitment.





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This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Head teacher or the incumbent of the post.

Any special conditions of service:

No smoking policy. Requirement to occasionally work outside of school hours and off school premises as required by the school.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

The postholder should be able to demonstrate the following criteria (marked as either Essential or Desirable) for the post within the context of the specific role. Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements.

**Method of Assessment (MOA) – A = Application Form T=Test I=Interview
C=Certificate**

SKILLS	Ess	Des	MOA
Ability to relate well to children and adults.	X		A/I
Ability to work constructively as part of a team.	X		A/I
Ability to maintain a safe, calm and happy approach.	X		A/I

KNOWLEDGE/UNDERSTANDING/QUALIFICATIONS	Ess	Des	MOA
Working with or caring for children of relevant age.	X		A/I
Basic childcare and health and safety knowledge.	X		A/I
Participate in development and training opportunities.	X		A/I
Appropriate knowledge of first aid.		X	A/I/C

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