

## **Forefield Junior School**

### **JOB DESCRIPTION**

**Post:** Lunchtime / Welfare Assistant

**Grade:** Grade A

**Point:** SCP 6

**Responsible to:** Headteacher

Responsible under the direction of the Head teacher, individually or as a member of a team for securing the safety, welfare and good conduct of pupils during the midday break period in accordance with established practices and procedures.

#### **Main Duties:**

- To supervise the school hall at meal times.
- To supervise the playground area during the lunchtime period.
- To supervise indoors during wet lunchtimes.
- To be part of the team that covers the basic first aid of children during lunch time, recording any accidents in the first aid book.
- To implement the school behaviour policy during the lunchtime.
- To work as part of the lunchtime team and to support colleagues where appropriate.
- To assist in providing general care and welfare to children.
- To help the children organise games and help them to play appropriately.
- To supervise and control groups or individual children.
- To contribute to the maintenance of a safe environment for the children
- To undertake any other duties that the Headteacher may deem reasonably appropriate to the role of the lunch time staff
- Ancillary associated duties, e.g. cleaning up spillages, ensuring tables are clean
- To follow the School's guidelines for Health & Safety and Child Protection / Safeguarding.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated.

## PERSON SPECIFICATION

	Essential	Desirable
Previous experience of working as a Mid-day Welfare Assistant		✓
Previous experience of working with Children	✓	
Passionate about working with children to help develop their potential	✓	
Self-motivated, enthusiastic, flexible and reliable	✓	
Committed to the whole school community and be prepared to be actively involved in the life of the school	✓	
Committed to the safeguarding of children	✓	
To work as a member of a team	✓	