

GREAT CROSBY CATHOLIC PRIMARY SCHOOL

LUNCHTIME WELFARE ASSISTANT JOB DESCRIPTION

Responsible to: Headteacher/SLT/School Business Manager

Job Purpose: As part of a team, to ensure the safety, welfare and good behaviour of all pupils during lunchtime break and to assist them in maintaining good practices at in line with School Policies.

Hours:	Reception	11.30pm to 12.30pm
	Y1, Y2 and Y3	11.45pm to 12.45pm
	Y4, Y5 and Y6	12.30pm to 1.30pm

Principal accountabilities

Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person.

Supervision and control of pupils in the dining hall including:

- Where appropriate, assist/supervise pupils with their general hygiene requirements (washing, toileting etc.) prior to entering the dining hall.
- Organising dinner queues and entrance of pupils into the dining hall and from the dining hall to the playground, ensuring good behaviour and a calm atmosphere.
- Dealing with behaviour issues that may occur by intervention or calling for assistance, reporting incidents to the Classroom Teacher/School Business Manager/Senior Leadership Team, according to the severity of the incident.
- Directing pupils to seats, deciding on seating arrangements, separating challenging pupils where necessary.
- Encouraging pupils to eat, including those with packed lunches.
- Assisting pupils with cutting up food, pouring liquids etc. where necessary.
- Encouraging social skills and good table manners, ensuring safety with knives and forks.
- Ensuring pupils tidy/clear up in a satisfactory manner.
- Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff.
- Ensuring tables are left clean and wiped down after the sitting.
- Dealing with body spillages in the dining hall, ensuring that the pupil is cleaned up and goes to the school office if appropriate.
- Sharing responsibility with other midday supervisors and/or teacher for the maintenance of order and discipline in the dining hall area.
- To work co-operatively with kitchen staff assisting where necessary.

Supervision and control of pupils on the playground and about other school premises and grounds including:

- Where appropriate, collecting pupils from classrooms if going straight onto the playground, ensuring they are adequately dressed for the weather conditions.
- Supervision and control ensuring that pupils do not leave the playground without permission/authorisation.
- Direction of pupils to the playground and supervision of their activities and behaviour, ensuring their safety and well being, providing emotional support where necessary.
- Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc and occasionally participating in games.
- Discouraging any dangerous activities. Dealing with unacceptable or challenging behaviour. Reporting incidents to the Teacher/School Business Manager/ Senior Leadership Team, depending on severity.
- Supervision and control of pupils during 'wet play'. Occupying pupils in various games and activities in their classroom.

Associated ancillary duties including:

- Checking toilet areas for signs of vandalism, blockage of toilets/sinks and to ensure pupils are not loitering or playing in toilet areas.
- Reporting any damage or blockages to the school office.
- To deal with minor accidents referring pupils involved, if necessary, to a First Aider, completing an incident form and arranging a bumped head text or phone call where appropriate, via the school office.
- Relay information to teachers regarding accident/incidents that have occurred during the lunch break.
- Take part in any associated training recommended/provided.

Signed Dated

Head teacher Dated