**St Robert Bellarmine Catholic Primary School**

**JOB DESCRIPTION**

**Lunchtime welfare assistant**

**Responsible To: The Headteacher**

**Line Manager: Mrs B Sutton**

**Responsible For: Securing the safety, welfare and good conduct of pupils from 12:00pm to 1:00pm in accordance with good practice and procedures.**

**Clothing should be appropriate for a school environment. i.e. no jeans, low cut tops , flip flops or mini skirts etc.**

**JOB PURPOSE**

* To assist and secure the safety and welfare of the pupil/pupils during the midday break. This will involve effective supervision of the pupil/pupils in and about the premises of the school in accordance with the general instructions of the class teacher and the facilitation of the role of others in the team to ensure effective supervision of pupils at all times.

**SUMMARY OF MAIN DUTIES**

* 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.
* Ensure that the pupil/pupils are kept safe during the lunchtime
* Establish effective relationships with the pupil/pupils, acting as a role model at all times
* Ensure the orderly entry of the pupil/pupils into the dining hall
* Ensure good behaviour in the dinner hall and on the yard
* Direct pupil/pupils to a seat,
* Supervise the pupil/pupils in the dining hall including general advice on table manners and procedures e.g. correct use of knife and fork
* Encourage the pupil/pupils to eat
* Assist the pupil/pupils with cutting up food, pouring liquids etc. where necessary.
* Ensure that the pupil/pupils clears up in a satisfactory manner
* Supervise the pupil/pupils in playground areas and on school premises before lunch and during lunch
* Supervise the pupil/pupils in class during wet play ensuring that the class is kept safe, calm and orderly
* Ensure that the pupil/pupils has been to the toilet and washed their hands ready for afternoon school
* Administer First Aid in school, comforting and cleaning the pupil/pupils as necessary
* Promote the school’s positive Behaviour Policy and actively model appropriate language and manners
* Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.
* Encourage the pupil/pupils to interact with others positively and engage in activities in the playground
* Report any serious incidents to the Headteacher and class teacher
* Be aware of, and support, difference and ensure all pupils have equal access to opportunities to play, learn and develop
* Be willing to undertake training as necessary

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