



**EMMAUS CHURCH OF ENGLAND AND CATHOLIC PRIMARY SCHOOL**

**JOB DESCRIPTION FOR  
Lunchtime Assistant**

**Pass Grade : 1**

**Primary purpose of job:**

Take care of and control all pupils on the school premises during the midday break, maintaining safety, welfare and good behaviour.

**Directly responsible to:**

**Line Manager: Deputy Headteacher and Headteacher**

**Main areas of responsibility:**

- Supervise and assist pupils taking lunch
- Clear tables when meals are finished.
- Supervise and control the behaviour of pupils whilst they eat meals and in the playground.
- Enforce sanctions for maintaining behaviour.
- Administer basic immediate first aid.
- Record incidents/actions.
- Provide general pastoral support, guidance and routine advice to pupils.
- Lead games and activities.
- Promote active, purposeful and co-operative behaviour/activity.
- Alert senior staff of any concerns regarding individuals/groups.
- Be able to apply emergency procedures e.g. fire.
- Supervise children in designated areas inside the school during bad weather.
- Challenge and report strangers on site.
- Take reasonable overview/precautions/actions to preserve pupils health and safety.



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**Lunchtime Assistant – Person Specification**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Qualifications and Training		<ul style="list-style-type: none"> <li>• Current First Aid Certificate</li> </ul>	A, C
Experience	<ul style="list-style-type: none"> <li>• Worked with children before on a paid or voluntary basis.</li> </ul>		A, I
Knowledge and understanding	<ul style="list-style-type: none"> <li>• Managing the behaviour of groups of children.</li> </ul>		A, I
Skills	<ul style="list-style-type: none"> <li>• Work as part of a group and individually.</li> <li>• Inspire trust and confidence in children.</li> <li>• Encourage high standards of pupil behavior at all times. Observe the boundaries of the role and respect confidential information.</li> <li>• Initiate games and activities appropriate to the age of the children.</li> <li>• Relate to children on their level and have a fun sense of humour.</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate effectively to an appropriate standard.</li> <li>• Recognise behaviour giving cause for concern and inform teaching staff.</li> </ul>	A, I
Personal Characteristics	<ul style="list-style-type: none"> <li>• Calm under pressure</li> <li>• Empathetic</li> <li>• Well-organised</li> <li>• Able to communicate well with children and adults.</li> <li>• Creative</li> <li>• Resourceful</li> </ul>		A, I

Key: A = Application form, C = Certificate, I = Interview