



**WISE**  
**ACADEMIES**  
We Inspire Success and Excellence

## Job description: Lunchtime Care Assistant

WISE Academies is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

### Job details

**Salary:** SCP 3  
**Reporting to:** Headteacher

### Job purpose

To assist teaching staff/and or Senior Lunchtime Care Assistant with monitoring pupils during lunchtime and to ensure the well being and safety of pupils, in line with the academy's policies and procedures.

### Duties and Responsibilities

1.	Offering care and support throughout lunchtime
2.	Working as a team member under the direction of teaching staff
3.	Assisting teaching staff with the responsibility of a group of pupils or an area
4.	Setting out crockery/cutlery and preparing dining area to support the younger children
5.	Assisting in the domestic care and general welfare of pupils in respect of toileting and changing, at meals times, and using specialist equipment where necessary (for which relevant training will be provide if required)
6.	Being responsible for the well being and social interaction of the pupils during lunchtime
7.	Promoting high standards by teaching children how to use cutlery correctly and promoting good table manners
8.	Providing an attractive environment by: cleaning seating areas between sittings and ensuring tray units are cleared systematically throughout lunchtime
9.	Promoting good order and high standards of behaviour
10.	Demonstrating flexibility in relation to covering different areas within the school
11.	Assisting in the supervision of other activities during lunchtime including setting out and storing of relevant equipment

<b>12.</b>	Ensuring the safety of all children outside in the Early Years area following lunch
<b>13.</b>	Reporting any accidents and incidents that occur during lunchtime to senior staff in line with academy policies and procedures
<b>Other</b>	
<b>1.</b>	To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour
<b>2.</b>	To promote the safeguarding of children
<b>3.</b>	To carry out the duties and responsibilities of the post, in accordance with the academy's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
<b>4.</b>	To undertake other duties appropriate to the post that may reasonably be required from time to time.
<b>Generic Duties relevant to all members of Staff</b>	
<b>1.</b>	<p><b>Working with colleagues and other relevant professionals</b></p> <ul style="list-style-type: none"> <li>• Communicate effectively with other staff members, and any key stakeholders</li> <li>• Collaborate and work with colleagues and other relevant professionals within and beyond the Trust</li> <li>• Develop effective professional relationships with colleagues</li> </ul>
<b>2.</b>	<p><b>Professional development</b></p> <ul style="list-style-type: none"> <li>• Keep personal knowledge and understanding relevant and up-to-date by reflecting on personal practice, liaising with the line manager and identifying relevant professional development to improve personal effectiveness</li> <li>• Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Trust</li> <li>• Take part in the Trusts appraisal and performance management procedures</li> </ul>
<b>3.</b>	<p><b>Personal and professional conduct</b></p> <ul style="list-style-type: none"> <li>• Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school</li> <li>• Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality</li> <li>• Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Trust community</li> <li>• Respect individual differences and cultural diversity</li> </ul>
<b>4.</b>	<p><b>The Trust</b></p> <p>The Mission Statement of our Trust is <b>WE</b> are a family of schools who exist to <b>INSPIRE</b> each pupil to believe in themselves so they experience great <b>SUCCESS</b> through our commitment to <b>EXCELLENCE</b>. Our philosophy is one of boundless aspiration...the sky is the limit. All staff are expected to be committed to this statement in everything they do</p> <p>It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and values</p> <p>All staff should act with professional integrity at all times, following the "Code of Conduct"</p> <p>Your base location will be identified in your offer of employment. However, you may be asked to work at any of the other Schools within the Trust and you should expect to travel between sites as required.</p>
<b>5.</b>	<p><b>Teaching and Learning</b></p> <p>This is our core principle and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core principle. This may mean undertaking tasks outside of your area of responsibility where required.</p>
<b>6.</b>	<b>Collective Responsibility</b>

	At WISE Academies we are one team who, together, all commit to achieving our mission. All staff will be required to mirror our philosophy and take pride in offering a fantastic customer experience to all stakeholders As a WISE Team we always act with <b>Honesty, Integrity</b> and <b>Fairness</b> in everything we do.
<b>7.</b>	<b>ICT</b> <ul style="list-style-type: none"> <li>• All staff will be expected to utilise ICT and to improve communication and reduce paper use</li> <li>• Security procedures must be followed when using ICT systems</li> <li>• All staff are expected to follow the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.</li> </ul>
<b>8.</b>	<b>Health and Safety</b> <ul style="list-style-type: none"> <li>• Employees are required to work in compliance with the Academy's Health &amp; Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust</li> <li>• In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.</li> </ul>
<b>9.</b>	<b>Safeguarding</b> <ul style="list-style-type: none"> <li>• WISE Academies is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by WISE Academies Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead.</li> </ul>
<b>10.</b>	<b>Data Protection</b> <ul style="list-style-type: none"> <li>• WISE Academies takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach, they must inform the Trust Data Protection officer immediately.</li> </ul>

**This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust.**

**The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.**

I understand and agree to the job description of an **Lunchtime Care Assistant**

**Name:**

**Signed:**

**Date:**

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## Person specification – Lunchtime Care Assistant

CRITERIA	QUALITIES
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>● Promoting good order and high standards of behavior</li> <li>● A commitment to ensuring a safe environment for children, a thorough knowledge and understanding of safeguarding procedures</li> </ul>
<b>Skills and Competences</b>	<ul style="list-style-type: none"> <li>● Working as a team member under the direction of the Senior Lunchtime Supervisor</li> <li>● Being responsible for the well being and social interaction of the pupils during lunchtime</li> <li>●</li> <li>● Assisting in the domestic care and general welfare of pupils in respect of toileting at meal times</li> <li>● Offering care and support throughout lunchtime</li> <li>● Demonstrating flexibility in relation to covering different areas within the school</li> <li>● Assisting on the supervision of other activities during lunchtime including setting out and storing of relevant equipment</li> <li>● Ensuring the outside and inside areas are left tidy for the afternoon session</li> <li>● Reporting any accidents and incidents that occur during lunchtime to Senior staff in line with academies policies and procedures</li> <li>● Being watchful of any potentially hazardous situations e.g. slippery floors etc. And reporting concerns to the Senior Lunchtime Supervisor</li> <li>● Ability to act in compliance with data protection principles in respecting the privacy of personal information held by the academy</li> <li>● To be able to work cooperatively as part of a team</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>● Commitment to uphold the 7 principles of public life (the <a href="#">Nolan principles</a>) at all times</li> </ul>

### Notes:

This job description may be amended at any time in consultation with the postholder.

This role requires travel to a range of academies throughout the North East of England so the successful candidate must be able to drive and have their own vehicle to use for business purposes.

**Line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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