



Thames View Infants

Healthy Lunchtimes Assistant: Job Description

Job Description – *Healthy Lunchtime Assistant:*

Designation of Post:	Play Leader
Responsible to:	Head teacher/ Strategic Leadership Team
Reports to:	Sports Leader/Deputy Headteacher
Responsible for:	Safe, enjoyable play of pupils

Scale 1b

PURPOSE OF JOB

To be responsible for the organisation, leading and promotion of a variety energetic and fun sport and play activities; as well as supporting in the dinner hall, promoting good manners, healthy choices and generally helping the children.

Context

The role holder will be employed during the lunchtime period to organise and teach active games and sports, whilst monitoring playground games and social activity with the children. S/he will liaise with the Sports Leader to organise (including the 'setting out and putting away' of equipment, toys and toys) for other lunchtime staff to lead with pupils. S/he will also support in the dinner hall, promoting healthy choices, good manners and generally helping the children – including maintaining the health, safety and welfare of pupils and lunchtime arrangements.

DUTIES AND RESPONSIBILITIES

1. Contribute towards the daily planning of a varied activity programme for pupils within the four to seven year age bracket.
2. Promoting energetic activities that challenge the children both physically and mentally.
3. Assume responsibility for setting up (in liaison with the rest of the Sports Leader), supervising, joining in and clearing away individual activity sessions.
4. In Liaison with the Sports Leader, contribute towards the advanced planning of activity sessions, including the engagement of year 8 pupils on placement.
5. Attend training sessions as appropriate which cover issues including: Health and Safety; Child Protection; Self –esteem; Play.
6. Prior to activity sessions ensure all equipment is available and safe to use.
7. Set up and take down equipment as the activity programme dictates, ensuring it is safe to use, reporting any faults to the line manager in writing.



Thames View Infants

Healthy Lunchtimes Assistant: Job Description

8. Ensure all activity areas are clean before and after each activity session.
9. Contribute towards pre and post activity session feedback and evaluation as required.
10. To recognise and be alert to potential problems, and intervene or distract children before it escalates.
11. Calmly deal with unacceptable behaviour, consistently and fairly according to agreed policies.
12. Support in the dinner hall, promoting good manners and generally helping the children, as directed by the Headteacher and Strategic Leadership Team.
13. To encourage children to make healthy food choices and to try new foods where appropriate
14. To inform and educate children of the benefits of healthy food and active play.
15. During wet lunchtimes, supervise children indoors/ in the classroom and escort them to and from lunch.
16. Ensure the classroom or outside area is tidy for the start of the afternoon session.
17. Assist with and encourage safe indoor games/ activities.
18. Deal with minor first-aid injuries, reporting serious injuries to office staff and following the school's Health and Safety Policy.

General Accountabilities and Responsibilities

1. Ensure compliance with appropriate legislation, School and Council Policies, Standing Orders, Financial Regulations and other requirements of the Council.
2. Undertake a proactive, committed approach towards the School's Best Value ethos.
3. Ensure compliance with and actively promote the School and the Council's Equalities and Diversity policies and strategies.
4. Ensure compliance with and actively promote Health and Safety at work legislation, School and Council H&S policies and procedures.
5. Comply with the competencies and standard requisites agreed by the School as relevant to the post.



Thames View Infants

Healthy Lunchtimes Assistant: Job Description

6. Comply with the Data Protection Act 1990 (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired.)
7. Take responsibility for continuing self-development and participate in training and development activities.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Headteacher within the grading level of the post and the competence of the post holder.

Carrying out this post will result in a large amount of contact with children. As a result, the successful candidate will be required to complete a full DBS check.

