

## ELTHAM CHURCH OF ENGLAND PRIMARY SCHOOL

### JOB DESCRIPTION

**Title: LUNCHTIME ASSISTANT (SEND)**

– salary scale 2 | scp 4

**Hours: Two hours per day [11:30 – 13:30]  
5 days per week 38 weeks per year**

**Section: MDS**

**Reports to: Assistant Headteacher / SENCO**

#### MAIN PURPOSE OF THE JOB

To be responsible, under the direction of the Senior MDS/Assistant Headteacher, either individually or as part of a team, for securing the safety, welfare and good conduct of pupils during the lunchtime break period, in accordance with agreed policies and procedures, particularly those relating to the protection and safeguarding of children.

**THIS ROLE RELATES SPECIFICALLY TO SUPPORTING PUPILS WITH SPECIAL EDUCATIONAL NEEDS, IN SOME CASE CHILDREN WITH COMPLEX NEEDS.**

#### SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES

##### Essential Requirements

- Must be willing to work within the school's organisational procedures and processes
- Must display a commitment to the protection and safeguarding of children
- Must value and respect the views and needs of children
- Must comply with the school's Confidentiality Policy

##### Main Duties and Responsibilities

- Duties will in general entail working with pupils and students normally between the ages of 3 – 11 years, sometimes with severe and complex learning difficulties and associated disabilities, including those with challenging behaviour.
- Lunchtime assistants are part of the teaching team which requires cooperation of all staff to ensure the efficient running of the school. Close cooperation in all aspects of childcare and education is essential.
- Receiving direction and guidance from the Head Teacher on the supervisory and welfare needs of pupils and applying these in accordance with the particular needs of the school during the midday break.
- Attend to the pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Encourage pupils to act independently as appropriate.

- Be sensitive to individual learner's disabilities and needs and show empathy for their changing needs.
- Support pupils to understand instructions.
- Undertake pupil record keeping as requested, especially toileting charts, behaviour logs, accident and incidents reports.

### **General**

- To undertake any other duties which may be reasonably regarded as within the nature of the duties and responsibilities of the post, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.