

## **JOB DESCRIPTION FOR LUNCHTIME CARER**

**Hours of work:** 11.45 a.m. – 1.15 p.m. (within these times as directed) term time only

**Responsible to:** Headteacher Mrs Morley and Miss Holehouse – Acting Deputy Headteacher

**Report to:** Acting Deputy Headteacher

**Purpose:** To take over from the class teachers in the care and guidance of children over the lunchtime period.

To motivate positive play and encourage a happy environment for the children in line with the school's beliefs.

The person appointed will be expected to:

- ❑ be flexible and approachable in all aspects of lunchtime supervision showing a willingness to work as part of a team working under the directions of the above persons responsible to.
- ❑ be fully aware of lunchtime routines.
- ❑ be responsible for the general care of all children and the particular care of a section of children (either Yr R,1,2, or Yrs 3 to 6)
- ❑ be familiar with the school's policy when dealing with accidents and emergencies
- ❑ be aware of the school's policy on the management of behaviour and be active in promoting positive attitudes to others. (For example, gem award system)
- ❑ be keen to promote and model positive play experiences for all children both outdoors and during wet playtimes.
- ❑ attend a meeting each term (for which payment will be made) to develop good liaison between teaching staff, Lunchtime Carers and TA's to ensure consistent care of all children.
- ❑ If present in hall, to help supervise the behaviour and eating routines of the children, whilst also encouraging walking and good behaviour/independence on entry and exiting.
- ❑ If present, to assist in the setting up/ clearing of the hall dependent on designated area.
- ❑ be aware about the safety of and potential dangers to the children
- ❑ carry out any other reasonable tasks as directed by the Headteacher/Deputy Headteacher

The need to be flexible and adaptable to the changing needs and demands of a school day is an essential requirement.