

# Lunchtime Assistant

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Service: Education Services  
Responsible To: Classroom Teacher  
Salary: NJC Point 6

## Job Purpose

To supervise the children in all aspects at lunchtime.

## Main Duties

- To supervise the movement of all students throughout lunchtime, including collecting them from their classrooms, escorting to the dining hall and in the play yard
- To assist students with the practicalities of eating lunch, including feeding and supervising.
- To ensure students are appropriately dressed at all times, such as outdoor wear depending on the weather
- To assist with the clearing of any activities used during lunchtime which will affect afternoon lesson
- To assist with all aspects of the student's personal hygiene when required
- To perform any other reasonable tasks as directed by the class teacher
- To be constantly aware of potential safety risks and ensure procedure is always followed
- To take advice from appropriate personnel (e.g. Speech and Language Therapist, Physiotherapist, Occupational Therapist, for feeding and moving and handling techniques).

# Person Specification

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## Essential Criteria

### Skills and Knowledge

- Good practical knowledge of Health & Safety
- Good organisational skills
- Caring & understanding

### Experience

- Working well with others
- Working flexibly in a changing environment
- Taking responsibility for others
- Independent travel

### Personal Qualities

- Enthusiastic,
- Good team member
- Positive and confident manner

### Other Requirements

- DBS Disclosure
- Ability to carry out Personal Care to a high standard following Moving and Handling procedures

## Desirable Criteria

### Qualifications and Training

- Additional Specialist Qualifications eg First Aid

### Experience

- Experience of working with young adults on the autistic spectrum and challenging behaviour is highly desirable.

# Organisational Standards

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The Percy Hedley Foundation operates in a demanding and often changing environment. Members of staff must be flexible, adaptable, willing to face up to changing circumstances and new opportunities. The following list of duties and responsibilities must therefore be taken as a guide and is not to be comprehensive.

## Professional Duties

- Participate in the review of the Foundations Policies, Procedures and Processes
- Participate in arrangements for the performance development review process
- Participate in arrangements for further training and professional development
- Keep up to date with changes or developments within your professional area
- Fully participate in the induction and training programme provided by the Percy Hedley Foundation
- Contribute to the professional development of other staff, including the induction of new staff.

## Equality and Diversity

- Promote equality of access to education, training, and employment opportunities for disabled people, and advocate a positive attitude
- Recognise that disabled people are individuals who have specific needs
- Employ support strategies that will empower disabled people
- Show awareness of knowledge and display non-discriminatory behaviours at all times in relation to culture, race, ethnicity, disability, gender, sexuality, and age
- Recognise the importance of inclusion by using appropriate means of communication at all times
- Be flexible, trying to meet the changing needs of both disabled people and environment.

## Discipline, Health and Safety

- Adhere to and promote Percy Hedley Foundation Health, Safety and Welfare policy at all times
- Purchase equipment from a recognised source
- Report all incidents and accidents to Health and Safety Officer
- Maintain a high standard of record keeping in line with Percy Hedley Foundation policies and procedures.

## Safeguarding

- Safeguarding is everyone's responsibility.
- Percy Hedley Foundation have adopted recruitment and selection procedures, and other Human Resource Management processes, that help deter, reject, or identify people who might abuse vulnerable children/adults, or are otherwise unsuited to work with them.
- The Trustees/Governing Body are committed to promoting the welfare of children and young people/adults and staff are expected to ensure that the highest priority is given to following guidance and regulations to safeguard those in our care.

### Confidentiality

- Respect confidentiality. All personal information about people using the foundations services to which you have access should be treated as confidential. Information about the people's needs, progress and assessment should only be shared with the team to aid support
- Remain objective and do not favour any gender, language or culture and comply with the Percy Hedley Foundation policy.

## About Us

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We are an ambitious, entrepreneurial, and innovative charitable business working in a person-centred way to meet the needs of people with disabilities and their families. We provide a range of high-quality services and seek out opportunities to inspire and support people with disabilities to achieve their ambitions. We believe that working together as one Foundation we achieve more than individual services would achieve alone. Our influence will be regional, national & international.

We are committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. Applicants should be aware that the post will only be offered to successful candidates subject to an Enhanced DBS check as well as other employment clearances.



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