



# North Town Primary School

## Learner Support Assistant and Lunch Time Supervisor

### Job Description

<b>Job Title:</b>	Learner Support Assistant and Lunchtime Supervisor
<b>Reports To:</b>	High Level Teaching Assistant
<b>Main Purpose of Job:</b>	To support class teachers by delivering learner support to pupils, including pupils with Special Educational Needs & Disabilities (SEND), through a range of approaches and to support a pupil / pupils at lunchtimes in a range of ways.

<b>Responsibilities and Duties:</b>
<p><b>Primary Responsibilities</b></p> <p><b>Learner Support Assistant Specific</b></p> <ol style="list-style-type: none"><li>1. Under the direction of the class teacher / line manager, ensure that the needs of pupils are met.</li><li>2. To support learning goals by supporting the needs of pupils in lessons, including literacy and numeracy lessons, by clarifying and explaining instructions.</li><li>3. To focus support in areas that need improving, both academic and social, following an agreed strategy for the pupil / pupils.</li><li>4. To support the needs of pupils to use ICT and other equipment to enhance learning.</li><li>5. To undertake learning activities with the pupil / pupils, both individually and as part of a group to ensure appropriate access to the curriculum.</li><li>6. To assist teaching staff in the development of learning strategies by the preparation of programmes of work, resources, and the maintenance of a safe and suitable learning environment.</li><li>7. To report progress of the pupil / pupils to the class teacher at regular intervals and the SENDCo when necessary.</li></ol> <p><b>Lunchtime Supervisor Specific</b></p> <ol style="list-style-type: none"><li>1. Ensure that the pupil / pupils wash their hands before they eat.</li><li>2. Assist pupil / pupils with the cleaning of tables when lunch is finished.</li><li>3. Ensure the dining hall is ready and cleared for school use in the afternoon.</li><li>4. Supervise pupil / pupils eating food brought from home and ensure that all packed lunch equipment is cleared away after use.</li><li>5. Report to the line managers any pupil / pupils whose diet may give cause for concern.</li><li>6. Take charge of an individual pupil or group of pupils in the playground or the classroom, depending on the weather.</li><li>7. Devise and initiate constructive play opportunities for the pupil / pupils.</li><li>8. Attend to minor accidents sustained during the lunchtime break and seek appropriate assistance if necessary.</li><li>9. Attend to any pupil who becomes ill during the lunchtime break and seek appropriate assistance.</li></ol> <p><b>General</b></p> <ol style="list-style-type: none"><li>1. Set suitable behaviour standards in line with school policy.</li><li>2. Help pupil / pupils acquire social skills.</li><li>3. Report to the teachers / line managers any acts that constitute serious infringements of</li></ol>

school rules.

4. Liaise effectively and professionally with staff, teachers and parents as required.
5. To promote and reinforce a pupil / pupils self-esteem, behaviour and motivation.
6. To assist with a pupil / pupils who are hurt / have soiled themselves (including the cleaning of bodily fluids) or are feeling unwell, and where necessary and qualified administer first aid.
7. Ensure that all pupils remain within a safe environment.
8. Comply with the procedures relating to Safeguarding and actively promote the welfare of pupils.
9. Ensure all health and safety standards are maintained at all times and advise the appropriate member of staff responsible for health and safety management of potential risk areas.
10. Attend training as required.
11. To provide care and supervision of pupil / pupils within the classroom, school and outside school when appropriate.
12. Support will be in the form of Appraisals where time will be set aside to discuss the termly / annual performance, and where necessary to provide INSET to enable professional development to take place.

**The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure.**

**Safeguarding is everybody's responsibility.**