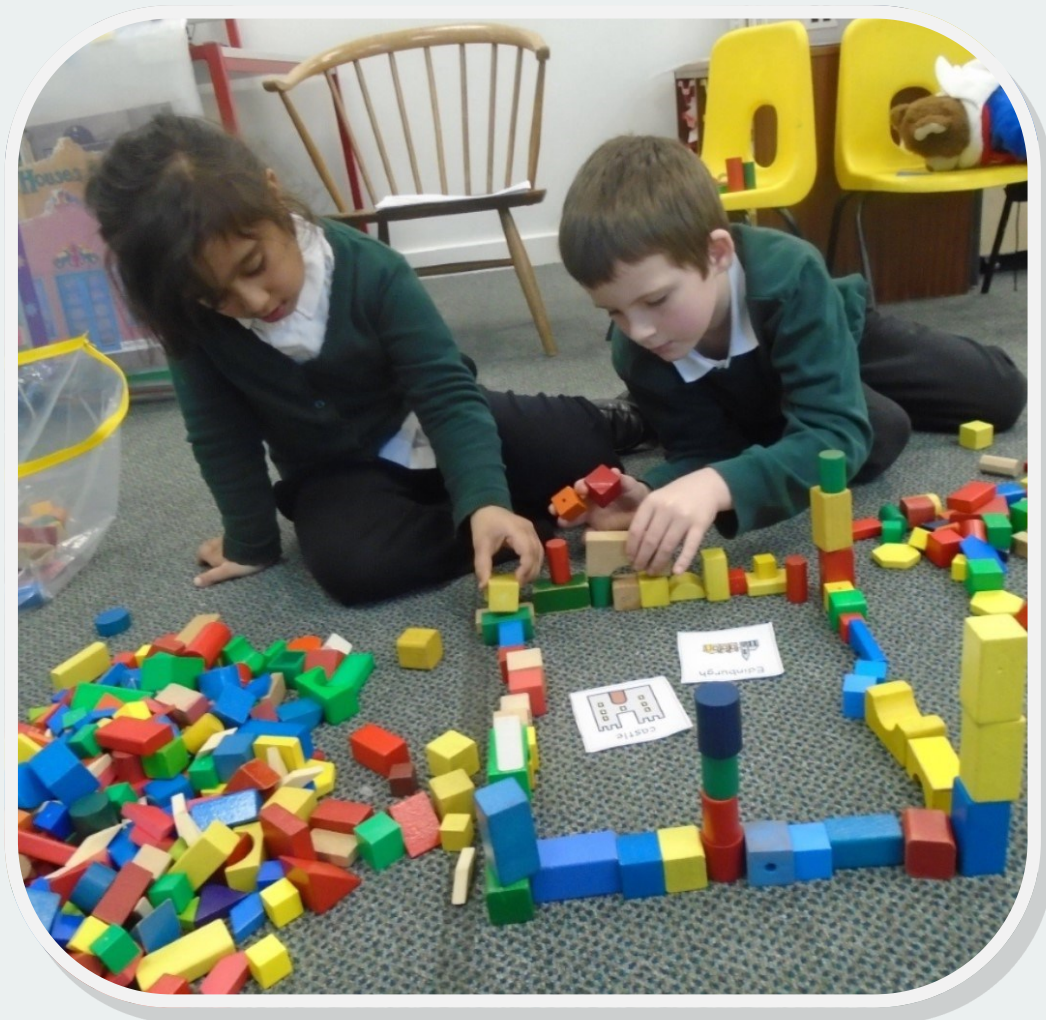


Kennel Lane School

Valuing Achievement
Encouraging Independence



EXTENDED LUNCHTIME SUPPORT ASSISTANT

Whole School

Job Description/Specification

Kennel Lane School: 2023

Job Title: Extended Lunchtime Support Assistant

Responsible to: Extended Leadership Team and Class Teachers

Actual Salary: £9156-9407, £300 London Fringe & £633 Special Schools Allowance

Work Pattern: Term Time, Inset days and any other training as required 20 hours per week,

Monday—Friday 10:00—14:00

Purpose of the role:

To work flexibly across the school, as required, to cover absences and provide relief during breaks, under the direction of the Class Teacher and Lead Learning Support Assistant.

Key Responsibilities:

- Supervise and assist learners with personal care and hygiene this includes washing, toileting, dental hygiene
- Support in preparation with lunch time duties, this includes collecting meals and returning eating utensils to the kitchen, preparing and cleaning eating spaces, sweeping the floor of any food debris, monitoring learners during lunch breaks and engaging with learners midday play and actively encouraging learners to participate
- Follow reporting processes in the event of any injuries and calling first aiders when required
- Maintain a clean and organised learning environment by organising equipment and any other learning materials, including cleaning items, tables and chairs to maintain daily hygiene standards in classes
- Completing various administrative paperwork when required, such as, risk assessments, accident forms IEP targets, Earwig entries etc.
- Supporting the effective management of learner's behaviours by following school policies and implementing PRICE strategies
- Maintaining a safe learning and work environment by following the school's safeguarding policies and procedures
- To understand the school behaviour policy and to be active in identifying unacceptable behaviour and implementing the appropriate agreed course of action.
- Prepare learners by providing support with independence skills and be involved with pastoral support
- Maintain a safe working environment by keeping vigilance of the surrounding environment, equipment and other areas of concern, by conducting safety checks and reporting any concerns in line with school processes

- To undertake any other related duties as directed

Skills/Qualities

- Be resilient and have the ability to remain calm during extenuating circumstances. For example, during cases that require medical support and administration and behavioural incidents
- Use initiative to make decisions on short notice especially when not able to seek immediate guidance
- Possess a positive approach to working with learners, motivating, inspiring and communicating with them to promote a positive and engaging learning environment
- Keep the safety and welfare of learners at the forefront of every decision that is undertaken
- Have the ability to work with learners from a range of backgrounds including those with complex needs and family structures
- Possess strong interpersonal skills in order to build relationships with all school stakeholders, such as, learner's, parents, teachers and governors
- Have good reading, writing, numeracy and communication skills in order to support learners access and engage with education
- Be a team player and possess excellent team working skills as the role requires working with Learning Support Assistants, Classroom Teachers and other professionals, such as Educational Psychologists, Speech and Language Therapists, Social Workers and other external agency worker
- Have a flexible and creative approach to work, supporting a range of school-related activities such as cooking, art, science projects and forest school and swimming
- A willingness to keep up to date with educational policy and training related to the role

Qualifications/Training: (D—Desirable, E—Essential)

- Have experience working in Education, SEN or social care environments (D)
- Grade A—C GCSE in Maths and English language (E)
 - Or equivalent qualifications to demonstrate good command of written and spoken English (E)
 - Qualifications equivalent to National Qualifications Framework for England and Northern Ireland Level 1 (GCSE's, NVQ Level 1, Vocational qualifications Level 1) (E)

Competence Summary

- Experience of working with or caring for learners of relevant age
- Knowledge of basic first aid
- Ability to cope with personal hygiene needs and respond sensitively to learner needs
- Ability to use basic technology and IT
- Ability to work constructively as part of a team

- Ability to relate well to adults and children, respond sensitively and flexibly to competing demands from learners

Other Work Requirements

- Participate in training and development activities
- Suitability to work with children

Work-related Personal Requirements

- Committed to equality of opportunity