
Great Oaks College

Job Description**Specialist College Lunchtime Assistant**

Grade: Scale 2 point 3-4 of the Great Oaks College Inner pay scale

Hours of work: 8 hours per week, 38 weeks p/a (term time only)
11.30am - 1.30pm Monday.
12.00pm - 1.30pm Tuesday to Friday

Contract Type: Permanent

Responsible to: Class Teacher/Assistant Head Teacher

Main purpose of the job

To assist pupils who have severe learning difficulties or autism over the college lunch period including both lunch service and leisure time.

Main responsibilities and tasks

1. To serve lunch either at a servery or to individual pupils who need help learning eating skills. Some pupils need to be fed.
2. To supervise pupils in the toilet. Many pupils need help, and some are incontinent and need to be changed. Some pupils need to be hoisted and changed on a changing bed; where this is the case SCLAs will work with a member of the class team.
3. To supervise pupils in leisure activities either on the playground or in club activities inside such as drumming, art and keep fit.
4. To practice excellent food hygiene standards.
5. To ensure the safety of pupils.
6. To encourage social skills and life skills in line with student targets.
7. To ensure that the environment is tidy by the end of the lunch period.
8. To report in writing any incidents which occur during the duty.
9. To report, including in writing, on pupil progress over the duty.

10. To support, and follow, Care and Behavioural Management Plans, as directed by the Class Teacher/Support Staff.
11. To support and maintain, “Whole College” policies; including policies on: Behaviour Management, communication, Health & Safety, and Safeguarding.
12. To attend training as appropriate.
13. To carry out duties at all times, in accordance with the Hounslow Equal Opportunities Policy.

COLLEGE STANDARDS

Equal Opportunities: The College has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote this in their own work.

Health and Safety: The College is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

Confidentiality: The College is committed to maintaining the privacy of all its staff and pupils. It expects all staff to handle all individuals’ personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Safeguarding: The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

SIGNATURES

Name of Line Manager:

Signed..... Dated.....

Name of Post holder:

Signed..... Dated.....

The duties of this post will change and develop over time. It is the manager’s responsibility, in conjunction with the post holder, regularly to review this document and amend it when necessary.