



Barley Hill Primary School

Lunchtime Teaching Assistant

Contract Type: Permanent, probationary period of 6 months

Working Hours: 5.5 hours over 5 days

Salary Range: Grade 4 point 11 to 13 (£8.82 per hour)

The Role

To look after school children during lunchtimes and make sure that they are safe;

- supervise pupils in the dining hall, playground and school premises
- help children at mealtimes - this may involve helping some children to cut up their food, showing them how to use cutlery and encouraging good table manners
- clean up spillages and make sure that tables are clean
- caution children who misbehave and, if necessary, record incident and report incident to Lunchtime Supervisor, duty teacher or head teacher
- make sure that children do not leave the school premises or go into areas of the school that are out of bounds
- tend to sick or injured pupils, record and report any serious accidents
- report any concerns over possible abuse of a child
- encourage children to play, and help with play activities if required
- work inside the school and outdoors in the playground as directed
- to provide First Aid assistance (those with qualification)
- to attend training

Please contact Helen Cole, PA to the Headteacher for an application form at pa@barley-hill.oxon.sch.uk or by visiting the school at Ludsdon Grove, Thame OX9 3DH