



Beacon Hill School
Lunchtime Assistants Policy
6.10

This policy was written following discussion and consultation with all Lunchtime assistants and with the *Governors'* staffing committee. Effective work with lunchtime assistants supports the aims of the school in the following ways:

that promotes an happy, healthy atmosphere of security, trust and respect.

Lunchtime assistants need to be aware at all times of health and safety requirements and their responsibility to ensure that all hazards and concerns are immediately reported. They also have an important role in ensuring that pupils feel secure and so are enabled to learn more effectively. Lunchtime assistants will be clear about their role in relation to keeping pupils safe and ensuring child protection

Develops pupils independence and self advocacy and confidence to make informed choices.

In relation to the pupils Lunchtime assistants work with others to ensure that pupils are enabled to be as independent as possible and have the skills to express their own wishes and needs.

Celebrates achievement for all.

Lunchtime assistants will ensure that every opportunity is taken to celebrate pupils' achievements and that behaviour is managed in a positive way. The school will also take all opportunity to celebrate the individual achievements of Lunchtime assistants in their professional life for example through gaining further qualifications.

In which all partners include, involve and inform each other.

It is very important that all staff in school work as a team and pool their knowledge and skills to meet the needs of the pupils. Lunchtime assistants have a role to play in this. They also need to be aware at all times of the need to promote team work and cooperation amongst the pupils many of whom would find this difficult.

Values communication and provides the time and opportunity to make it effective.

Lunchtime assistants will work with other staff to meet this aim by supporting all the efforts of pupils to communicate effectively. They will also play their part in the effectiveness of the school by using all the communication systems available to them effectively for the benefit of the pupils.

Develops high quality inclusion within and beyond Beacon Hill.

As the members of staff who often support individual pupils in mainstream schools Lunchtime assistants have an important role to play in this area. In particular they portray to other schools the values and ethos of Beacon Hill in relation to inclusion.

Principles.

- The role of the Lunchtime assistant is a very valuable one to the pupils. They should be valued, supported and challenged to use, develop and extend their skills and knowledge for the benefit of all the pupils. This is an expectation of all staff at Beacon Hill.
- Beacon Hill need to work as a team for the pupils to get the greatest benefit. All staff have different but complementary roles to play in that team and need to do so effectively.
- It is important that the pupils and parents develop the same level of respect for all classroom staff.
- The professional development of Lunchtime assistants, as of all staff, is vital for the pupils and for the staff themselves.
- Beacon Hill will continue to work within the Investors in People framework to ensure all staff are trained, valued and well deployed for the benefit of pupils.

Guidelines

1. Through the induction and staff management systems, lunchtime assistants will be able to fulfil their duties as detailed in their job description.
2. All Lunchtime assistants will be line managed firstly by the classroom teacher and then by the Assistant Head of the department in which they work. If they work in more than one department they will be responsible to the Assistant Head of the department that they are working in at the time.
3. Within the rules of confidentiality Lunchtime assistants will have access to all relevant information about pupils to ensure they can carry out their tasks effectively.
4. Lunchtime assistants will be clear about their role in relation to keeping pupils safe and ensuring child protection
5. Lunchtime assistants will have access to whole school training days on their legal responsibilities in relation to issues such as Child Protection and Health and Safety. Should they wish to attend they should contact the Deputy Head teacher.
6. Regular termly meetings will be held with the Deputy Head teacher in the 1st half of the term.
7. A free meal is available but must be taken before or after the contracted hours. This must be ordered in advance.
8. Guidance will be given to the Lunchtime assistant by teaching staff, teaching assistants and Speech and Language Therapists on play, behaviour, feeding and communication programmes.
9. In addition to induction and training, staff will be given individual guidance to support pupils with Autistic Spectrum Disorder.
10. Lunchtime assistants will be involved where at all possible in behaviour management meetings and will be aware of all behaviour management plans and procedures.

11. Proposed changes in the roles or routines of the lunchtime assistant will be discussed with them by the head teacher and or Senior Management team
12. Lunchtime assistants will have input into the School improvement plan.
13. Lunchtime assistants will be aware of all risk assessments and health protocols that affect the pupils they work with.
14. Lunchtime assistants will be invited to support school functions such as Summer Fairs etc. Their support for these reinforces the fact that they are part of the whole school team and is valued.
15. Lunchtime assistants will have an annual professional development meeting with the Head teacher. At this meeting they will discuss their work over the previous years and review any targets they have agreed, agree new targets for the next year, discuss any professional development they have received and plan more for the next year, discuss any issues or concerns about specific pupils, discuss their views on their career over the next five years, discuss their draft reference. They will agree an action plan for the next year. This plan will be informally reviewed at 6 monthly intervals.
16. The school management will always make clear the value placed on the role of Lunchtime assistant and expectations of all staff about this.