

Braunton Academy



BRAUNTON ACADEMY
ASPIRE & ACHIEVE

Lunchtime Assistant

Closing date: 9am Monday 21st September 2026

NJC Grade A

**1 hour per day (number of days optional)
x 38 weeks per year**

Braunton Academy is rated 'Good' by Ofsted March 2025

Barton Lane

Braunton

North Devon EX33 2BP

Tel: 01271 812221

Academy Website: www.braunton.academy

Email applications: recruitment@braunton.academy

Principal: Mrs F Bowler

Students: Aged 11-16 number on roll: 831

BRAUNTON ACADEMY

JOB DESCRIPTION

LUNCHTIME ASSISTANT

Reporting to: Assistant Vice Principal
Payscale: NJC Grade A (£13.28 per hour)
Hours: 1 hour a day (number of days optional) at lunchtime, 38 weeks a year

Job Purpose

To provide supervision and support for students during the lunchtime period, ensuring their safety, welfare, and positive behaviour. The postholder will help create a calm, inclusive, and enjoyable environment while promoting the school's policies and values.

Key Responsibilities

Student Supervision

- Supervise students in dining areas, corridors, playgrounds, and other designated areas during lunchtime.
- Ensure students behave safely, respectfully, and in accordance with school rules.
- Encourage positive social interaction and inclusion among students.
- Monitor student welfare and respond appropriately to any concerns.

Behaviour Management

- Reinforce the school's behaviour expectations and policies.
- Address minor behavioural issues calmly and consistently.
- Report serious incidents or safeguarding concerns to the appropriate member of staff.
- Support students in resolving minor disputes and conflicts.

Health and Safety

- Maintain a safe environment by identifying and reporting risks.
- Follow school health and safety procedures at all times..
- Ensure emergency procedures are followed when required.

General Duties

- Support the school's safeguarding responsibilities.
- Assist students who may require additional support during lunchtime.
- Attend training sessions and meetings as required.
- Undertake other reasonable duties associated with the role.

This document outlines the duties required for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility.

Your role helps to raise student achievement by providing a quality space for students to eat healthily in a relaxed safe environment. Relaxed and well fed students succeed.

Braunton Academy Lunchtime Assistant Person Specification

Person Specification

Essential Criteria

- Ability to work effectively with young people aged 11 to 16.
- Good communication and interpersonal skills.
- Ability to remain calm and professional in challenging situations.
- Reliability, punctuality, and a positive attitude.
- Commitment to safeguarding and promoting the welfare of children.

Desirable Criteria

- Previous experience working with children or young people.
- Experience in a school or educational setting.

Skills and Attributes

- Strong observational skills.
- Good teamwork and collaboration.
- Patience and empathy.
- Ability to use initiative.
- Professional and approachable manner.

Safeguarding Statement:

Braunton Academy is committed to safeguarding the welfare of its students and expects all staff to share this commitment.

Safeguarding: Braunton Academy is committed to safeguarding the welfare of its students therefore an online check of publicly available information will be completed to assess shortlisted candidates' suitability to work with children. The successful applicant will also be subject to an enhanced Disclosure and Barring Service check (DBS) and full identity and qualification checks. Please refer to the Child Protection Policy on our Academy website <https://www.braunton.academy/policies>

