

JOB DESCRIPTION



Job Grade	Grade 1 Pt 3
Department:	Education
Section:	Critchill School (Special)
Job Title:	Midday Supervisory Assistant
Reports To:	School Business Manager (SBM)

MAIN PURPOSE OF JOB:

The post holder will assist with the supervision of pupils during the duration of the lunchbreak. To provide daily care, support and a safe environment for all pupils inside or outside by maintaining discipline and good behaviour. There may be occasions when the post holder will be asked to serve meals to the children and carry out associated cleaning of the kitchen.

MAIN RESPONSIBILITIES & DUTIES:

- Direct supervision of pupils, in and out of the school during the lunchtime period, assisting with their development of life skills
- Encouraging appropriate eating and ensuring appropriate behaviour
- Supervising to encourage good table manners and general behaviour in the hall
- Assisting with feeding the pupils, as required
- Understanding the appropriate course of action to take in cases of personal injury to pupils, ranges from knowing the procedure to call an ambulance to applying first aid (if trained,, to recognising individual pupil's special needs for medication (asthmatics).
- Keeping the eating area clean and tidy, wiping tables and mopping spillages
- Ensuring and encouraging safe and positive play and behaviour in the playground
- Supervising the pupils between the classroom/playground and the hall and, when necessary, arranging the wearing of outdoor clothes
- Being aware of bullying behaviour and reporting any concerns
- Challenging any unauthorised entry to school and reporting this to a senior member of staff
- Supervising the use of toileting and changing of those pupils unable to do this for themselves and carrying out intimate care as needed
- Undertake other responsibilities appropriate to the level as directed by the School Business Manager

FACTS & FIGURES:

Links to the educational and wider community are significant and reflects the work of the school as an SEN Learning Support Centre

SUPPORTING PROCESSES

Problem Solving and Creativity:

Within guidelines maintain discipline if necessary using creative means to engage pupils

Decision Making:

Needs to be able to understand when and how to intervene, what is bullying against boisterous nature. Operate consistency to all children

Physical Effort and Working Conditions:

Indoors and outdoors. Noisy conditions either in playground, hall or classroom

Contacts and Relationships:

Regular contact with staff and pupils and occasionally other professionals

Additional Information / Safeguarding

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for the role.

- Accidents, other than minor, to be reported to the main first aider or senior member of staff immediately. If unsure about the seriousness of an accident, the child should not be moved
- Critchill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and comply with school procedures

Knowledge, Skills and Experience:

- Refer to full person specification attached

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder: Date:

Designated Senior Manager: Date: