

## JOB DESCRIPTION

The information given on this job description is intended to provide an understanding and appreciation of the workload of this particular job and its purpose within the organisation.

The job description outlines main duties and responsibilities under broad headings only, as it is not possible to specify every item in detail.

Core values and behaviours are included in your Key Work Objectives which are detailed and measured as part of the PAS process.

**SCHOOL:** Highbury Specialist School

**POST TITLE:** MIDDAY SUPERVISOR

**GRADE:** Scale 1c

### PRIME OBJECTIVES OF THE POST

To set up lunchtime areas, supervise and support pupils with feeding and clean down areas after use.

To supervise pupils both within the school building and in the playground in a manner acceptable to the Headteacher, in accordance with the lunchtime rota.

### RESPONSIBLE TO

Premises Manager/Headteacher

## **Building Ambition for Calderdale**

Our vision is for Calderdale to be an attractive place where people are prosperous, healthy and safe, supported by excellent services and a place where we value everyone being different and through our actions demonstrate that everyone matters.

## **MAIN DUTIES AND RESPONSIBILITIES**

1. Supervision of pupils immediately before, during and after the midday meal. This includes pupils who have a school meal as well as those who bring their own food.
2. Support pupils with a range of special educational needs with feeding and drinking. This may include assisted feeding, 1:1 support, use of specialised cutlery and crockery, visual and verbal modelling and support, cutting up food and supporting with spillages.
3. Clean the dining premises, furniture and equipment as required ensuring standards of hygiene are maintained, e.g. walls, tables and floors etc.
4. Supervision of hand washing and personal hygiene as required
5. Follow direction from the kitchen staff to support with the distribution and disposal of foods and maintain health and hygiene standards.
6. Support pupils with toilet needs if required.
7. Promote positive values, attitudes and good pupil behaviour, follow the school's behaviour management policies and adopt strategies outlined in behaviour plans when required.
8. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
9. To undertake any other duties of a similar level and responsibility as may be required.

## **KNOWLEDGE**

There are no formal qualifications required for the role, however, it is expected that the post holder will be able to follow verbal and written instructions.

## **SKILLS**

The post holder will be required to follow and adopt a range of strategies to support pupils with communication and behaviour.

The post holder will require the ability to listen and communicate effectively with staff and children. There will also be a requirement to complete accident and incident forms during the course of duty.

**INITIATIVE**

The post holder must be self motivated for the benefit of the team as a whole and be able to proactively seek and follow guidance from colleagues who are experienced with working with the pupils in school. The post holder will need to prioritise their workload ensuring the safety of the pupils always remain paramount.

**DEMANDS**

The post holder will be required to work with pupils who have a range of additional needs including complex communication needs, learning needs, medical and physical needs, and who may require behaviour management support.

The post holder may be required to work with different groups of pupils across the school based on the needs of the school at the time and adapt to the needs of the class at that time.

The post holder will be required to supervise outdoors in all weathers.

**TRAINING**

The post holder will be provided with training in order to complete the role.

PERSONNEL SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<p><b>KNOWLEDGE &amp; SKILLS (INCLUDING ANY RELEVANT OR REQUIRED QUALIFICATIONS)</b></p>	<p>Good standard of education required for reading instructions etc.</p> <p>Ability to work as part of a team and to use own initiative when appropriate</p> <p>Ability to build positive relationships with the children and staff</p> <p>Empathetic to the needs of children and young people</p>	<p>Knowledge of Health &amp; Safety procedures</p> <p>First Aid Qualification</p>	<p>Application Form Interview References Certificates</p>
<p><b>PERSONAL DEVELOPMENT AND ADDITIONAL LEARNING</b></p>	<p>To attend training and meetings outside of term time if required.</p>	<p>Level 2 Award in Food Safety in catering or equivalent.</p>	<p>Application Form Interview Certificates</p>
<p><b>EXPERIENCE</b></p>	<p>Experience of working with children</p>	<p>Experience of working in a school</p> <p>Experience of working with children with special educational needs and disabilities</p>	<p>Application Form Interview</p>
<p><b>INITIATIVE</b></p>	<p>Able to apply a common sense approach to aid the provision of a first class service to the customers.</p>		<p>Application Form Interview</p>
<p><b>CIRCUMSTANCES</b></p>	<p>To be able to work outside in all weathers</p>	<p>To be able to provide additional cover hours if required</p>	<p>Application Form Interview</p>

**PERSONNEL SPECIFICATION**