TETTENHALL WOOD SCHOOL

Job Description for Lunchtime Supervisor (SEND)

Title and Grade of Post:
Lunchtime Supervisor SEN, Scale 2 Local Pay Point 3 starting at £12.85 per hour.
Term Time

General purpose of the job
To work under the direct instruction of teaching staff to support access to learning for pupils and provide general support to the teacher in the management of pupils' personnel hygiene and care programmes and the organisation of lunchtime provision and whole school resources.

Applicable Contract and terms and Duties:
7½ hours per week, term time only. Lunchtime assistants will be available for work 195 days each academic year of which 190 shall be days on which pupil contact is required. Actual days are determined by the Headteacher. The post holder is responsible to the Headteacher

Particular duties:
Duties will in general entail work with pupils and students normally between the ages of 4-19 years with complex learning difficulties and autism including those with challenging behaviour.

Lunchtime assistants are part of the teaching team which requires cooperation of all staff to ensure the efficient running of the school. Close cooperation in all aspects of child care and education is essential.

Key Tasks

Support for Pupils

- Attend to the pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, and first-aid and welfare matters
- Supervise and support pupils ensuring their safety and access to learning including the cleaning up of spillage and waste.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Ensure that pupils are supported to eat a well balance and nutritional meal, sometimes with adult assistance
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Encourage pupils to act independently as appropriate.

- Be sensitive to individual learner's disabilities and show empathy for their changing needs

Support for the teacher

- Prepare learning environment for successful learning, clearing away aids and equipment after lunch and playtime activities
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- Undertake pupil record keeping as requested, especially toileting charts, behaviour logs and accident and incident reports.
- Support the teacher in managing pupil behaviour by following Individual Behaviour Management Plans (IBMP's), reporting difficulties as appropriate.

Support for the curriculum

- Support pupils to understand instructions
- Support pupils in accessing learning using appropriate strategies/resources: Makaton, PECS, IEP's, IBMP's, Moving and Handling Plans, Communication aids
- Support pupils in using basic ICT and communication aids as directed
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use: specialist physical therapy equipment, organising classroom resources, playtime equipment.

Support for the School

- Be aware of and comply with policies and procedures relating to: child protection, health, safety, security and hygiene, confidentiality and data protection. To undertake risk assessments reporting all concerns to an appropriate person.
- Be responsible for the maintenance of whole school resources.
- Be aware of and support differentiation and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals
- Attend and contribute to relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Establish good relationships with parents, community and professionals acting as a good role model that reflects the high expectations of the Governors of the school.

Line Management Responsibilities:

- To liaise between managers, teaching staff and teaching assistants, lunchtime staff
- To contribute to relevant meetings
- To participate in induction/professional development/training/mentoring for other staff as appropriate

Special Conditions of Employment
Rehabilitation of Offenders Act 1974 This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered. If the jobholder is arrested or summonsed for an offence, or they receive a conviction, bindover order or a warning given by a police force, they are required to inform the Chair of Governors of this fact immediately. Such information will be treated in confidence, so far as is consistent with the safety of children, compliance with statutory safeguarding procedures and the School's relevant Procedures. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.
Health and Safety The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed by the jobholder.
Confidentiality and Data Protection The job holder is expected to comply with the provisions of the Data Protection Act 1998. Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The School's Whistleblowing Policy is available from the School Office.
Equality and Diversity Tettenhall Wood School is committed to equality and values diversity. As such the School is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the School to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.
Training and Development Tettenhall Wood School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations.

The job description can never be fully descriptive and exhaustive of unforeseen circumstances. It is expected that staff will respond to emergencies as they arise, commensurate with their qualifications.

The post holder must comply with the City's council's Equal Opportunities Policy and Health and Safety Policy and all school policies including Safeguarding and Child Protection and the Code of Conduct.

Received by…….. Date……..

Signed…… (Headteacher)

Person Specification for Lunchtime Supervisor (SEND)

	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Experience	Working with or caring for children of a relevant age and or pupils/adults with special needs	Working with pupils or adults with learning difficulties and autism. Dealing with pupils with challenging behaviour. Experience of managing people	Application Form Selection and interview process References
Training/Knowledge	Basic understanding of child development and learning. Empathy of specific and individual needs of children. Participation in development and training opportunities including INSET days.	First aid training Food Hygiene Health and Safety Training in relevant learning strategies e.g. Makaton Working knowledge of school procedures e.g. safeguarding	Application Form Selection and interview process References
Own Management skills	Organisational and time management skills. Able to prioritise. Can work as part of a team. Able to relate to children and adults. Ability to use own initiative appropriately.	Contribute to the development and training of other staff. Ability to self-evaluate learning needs and actively seek learning opportunities.	Selection and interview process References
Skills and abilities	Good communication skills. An empathy and understanding of issues relating to disability. Work constructively as part of a team. Ability to promote calm and reassuring behaviour to pupils and staff Flexible to meet the demands of the post	Able to manage challenging behaviours. Actively contribute to meetings. Excellent relationship with other staff. Anticipate and reduce risk where appropriate Introduce changes smoothly and offer support to others	Selection and interview process References
Personal Qualities and Interests	To have a sense of humour. To respect trust and confidentiality. To have confidence. To be able to deal with stressful and emotional demands of the post.	Interests outside school Good personal presentation.	Application Form Selection and interview process References