Airedale Academies Trust

JOB DESCRIPTION

Post title	**Lunchtime Supervisor with responsibility for children with Special Educational Needs.**
Reporting to	Headteacher
Working Time	6.25 hours per week term time only
Salary/Grade	G2

PURPOSE OF THE POST	
To assist with the supervision of pupils during lunch time periods.	
Responsible for	Pupils at the school – looking after the welfare and discipline over the whole of the lunch break, providing 1 to 1 support for a child with Special Educational Needs.
Liaising with	Senior Leadership Team, teachers and non-teaching support staff, local authority staff, parents.
Working Conditions	The nature of the post may involve some ongoing physical effort for long periods e.g. standing or walking, awkward postures, pushing/pulling, lifting/carrying The post involves contact with people which through their circumstances or behaviour occasionally places emotional demands on post holder. Outdoor working conditions in dry weather & indoor working conditions in wet weather. The post involves working with a child with Special Educational needs.
Characteristics of the Post	Employees are encouraged to participate in training activities in order to enhance their own personal development. All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people. The employment checks are required: • Evidence of entitlement to work in the U.K. • Evidence of essential qualifications – see page 1 of this job specification • Two satisfactory references • Confirmation of medical fitness for employment • Registration with appropriate bodies (where applicable) • Disclosure relevant to the Childcare Disqualification Act The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults: Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level. Disclosure of anything relevant to the Childcare Disqualification Act

PERSON SPECIFICATION		
	Essential	**Desirable**
Qualifications/ Training		Support Work in Schools (S.W.I.S.) Level 2 Level 2 Numeracy/ Literacy or willingness to work towards.
Knowledge	Willingness to participate in the development and training of pupils Basic Numeracy/ Literacy Skills Appropriate knowledge of First Aid	Knowledge of basic hygiene procedures
Experience	Decision making when to intervene to prevent children injuring themselves or others. When to refer cases of unruly behaviour to the Headteacher. .	Of working with children with Special Educational needs
Physical Skills	N/A	
Competencies and other skills required	Communication Skills Team Working Skills Supervisory Skills Caring Skills Very high levels of concentration & alertness required Very high levels of emotional demands	

MAIN (CORE) DUTIES	
Post-specific duties	• To supervise a child with Special Educational needs during meal breaks and to cut up food where appropriate. • To collect dinner tickets where necessary. • To supervise queues waiting to enter the dining areas. • To supervise a child with Special Educational needs during meal breaks to ensure their welfare and safety is utmost and that good conduct is maintained at all times. • To encourage and support the pupil during lunch breaks to participate in organised games. • Supervise the child with SEN when washing hands prior to the meal being eaten and assist with putting on a coat. • Assist the child with cleaning plate and stacking it away • To check that all pupils return to their classrooms.

	• To report all accidents to the Headteacher/ Class Teacher/ Senior Supervisor. • To ensure that persons on the premises who are not pupils are authorised. • To refer any cases of unacceptable behaviour to the Headteacher/ Senior Lunchtime Supervisor. • Supervise the child with SEN when washing hands prior to the meal being eaten and assist with putting on a coat. • Assist the child with cleaning plate and stacking it away. • Cleaning up spillages within the dining area. • Attend to children who are ill during lunch time – as and when required. • Report any problems to Senior Supervisor/ Headteacher. • Other duties commensurate with the grade of the post as directed by the Headteacher

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Date completed	October 2015