

CHILDREN AND LIFELONG LEARNING – HR SERVICES

School				
Job No.	Post Title	Grade	JE Pts	Date
L1717	Lunchtime Supervisor (Additional Needs)	Grade 2	306 NJC	April 2008

Statement of Purpose

To work under the direction and instruction of senior staff to provide appropriate support on a one-to-one basis to children with special needs during the school lunch break.

Supervision of Pupils

- Where the child dines away from the school, escorting them to and from the school dining room.
- Supervision of a child before, during and after the meal, including the supervising or assisting with the deposit of leftover food from plates receptacles provided.
- Summoning help, where necessary, in case of injury or illness and providing basic first aid for minor injuries.

Support to Pupils

- Assisting the child with their table manners and use of cutlery, and assisting with the cutting of meat etc. where appropriate.
- Engage effectively with the pupil to ensure their personal and social needs are met during the school lunch break.

Resources

- Responsibility for ensuring that the dining room equipment utilised by the pupil is hygienically maintained.
- Help to maintain a safe working environment for pupils and staff by continuously monitoring dining and general circulation areas for food/drink spillages and taking prompt and effective action to deal with any such hazards in accordance with local procedures

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

Person Specification
Lunchtime Supervisor (Additional Needs)
Level 1

Essential Criteria	Measured By
Qualifications/Training <ul style="list-style-type: none"> Good Interpersonal skills. 	AF/I
Knowledge/Skills <ul style="list-style-type: none"> Ability to work constructively as part of a team. Ability to relate well to children and to adults. Basic knowledge of the how to meet the special need of a specific pupil or groups of pupils. Good organising and prioritising skills. 	AF/I
Behavioural Attributes <ul style="list-style-type: none"> Customer focused. Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. Open, honest and an active listener. Takes responsibility and accountability. Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. Is committed to the provision and improvement of quality service provision. Is adaptable to change/embraces and welcomes change. Acts with pace and urgency being energetic, enthusiastic and decisive. Communicates effectively. Has the ability to learn from experiences and challenges. Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	AF/I

AF	-	Application form	I	-	Interview
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Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***