

JOB DESCRIPTION

MIDDAY MEALS SUPERVISOR



At Phoenix School, the education of our students is our first concern. All staff are accountable for achieving the highest possible standards in work and conduct. Staff are expected to act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills up to date and be self-critical; forge positive professional relationships; and work with parents in the best interest of their students.

GRADE: SCALE 2 TERM TIME ONLY 7.5 - 10 HRS
RESPONSIBLE TO: LEAD SUPERVISOR / COVER SUPERVISOR

PURPOSE OF THE POST:

You will be working with pupils aged 3-19 who have language, communication and interaction difficulties including autism. As part of a team, you will work in securing the safety and welfare of pupils during the midday break. This will involve supervising and interacting with pupils in the dining room and playground.

DUTIES AND RESPONSIBILITIES:

1. Supervision, interaction and support of pupils in the dining hall, playground and other areas of the school.
2. Contribute to the maintenance of a caring and stimulating play environment for pupils.
3. Undertake relevant training.

KEY ACCOUNTABILITIES:

Supervision and support of pupils in the dining hall, including:

- Where appropriate, assist/supervise pupils with their general hygiene requirements (washing, toileting changing clothing etc. in accordance with school policy).
- Encouraging social skills and communication and interaction in the dining room whilst enabling pupils to choose and eat their lunch in a calm atmosphere
- Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff

Supervision, support and interaction with pupils in the playground and other areas of the school:

- Ensuring pupils arrive safely on the playground and supervise their activities and behaviour, ensuring their safety and well-being, providing emotional support where necessary.
- Actively interacting with pupils and engaging in purposeful play activities. Organising and encouraging pupils to engage in play both in the playground and indoors during wet weather
- Setting up the playground with bicycles, toys etc. from the store and ensure they are put away at the end of the break
- Being aware of changes in individual behaviour and encouraging socialising, play etc.
- Preventing any dangerous/potentially dangerous activities.
- Ensure that all pupils return to the care of teachers at the end of the lunch period.
- Reporting any damage or blockages to the school office or senior member of staff.
- Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the school's first aid procedures
- Being aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with agreed procedures. Respecting the dignity of all pupils
- Accompanying pupils to the toilet where required and assist with hygiene requirements, toilet training programmes and nappy changing where required.

ADDITIONAL RESPONSIBILITIES AND GENERAL REQUIREMENTS:

- Undertaking any professional duties commensurate with the grade of the post, reasonably delegated by the Head Teacher or Senior Manager.
- Participating in the school's appraisal and professional development arrangements, ensuring that objectives are set and met within the agreed time-scale.
- Attending and participating in relevant training (including training and development days), sharing the knowledge and ideas gained with colleagues.

VARIATION CLAUSE:

1. This is a description of the job, as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Executive Headteacher in consultation with the Post Holder.
2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

FLEXIBILITY CLAUSE:

1. Other duties and responsibilities express and implied, which arise from the nature and character of the post within the school mentioned above or in a comparable post in any of the school's other sections or departments.

EQUAL OPPORTUNITIES STATEMENT

To ensure equality of opportunity for all people in service provision and in employment, and to oppose strongly any form of discrimination.

SAFEGUARDING

Phoenix is committed to the safeguarding and welfare of our children and young people and expects all our staff and volunteers to share this commitment.

Person Specification



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RESPONSIBLE TO: LEAD SUPERVISOR / COVER SUPERVISOR

Applicants must have:

- Experience of working with children and young people – either paid or unpaid.
- Ability to work as part of a team
- Ability to take responsibility for the welfare of the pupils and work on own initiative.
- Effective communication and interaction skills.
- Ability to manage behaviour in a calm and positive way.
- Understanding of the schools and Local Authorities in Health and Safety, Equal Opportunities and Behaviour
- To be able to work in and actively support a culturally diverse environment
- A proactive approach to play.