



## JOB DESCRIPTION

<b>JOB TITLE</b>	Midday Supervisor SEND Pupils based at Greenhill Academy inclusion hub
<b>GRADE</b>	Grade 1 £22,366 per annum (pro rata to the hours worked)

### JOB PURPOSE

To be responsible under the direction of the Senior Trust leader for SEND/ Specialist Practitioner or Principal for the safety, welfare and the good conduct of SEND Chd. pupils during the midday break.

### KEY TASKS

1. To supervise pupils in the area in which they have their lunch, playground, toilets, classrooms and school premises.
2. To clean all spillages, (which could include bodily fluids) and ensure that tables are clean during meal times.
3. Setting up and clearing away dining area equipment such as chairs and tables and ensuring eating area is clean.
4. To work with other SEN Specialists to support the pupils in maintaining good behaviour during the lunch break.
5. To ensure pupils observe basic hygiene, i.e. hand-washing after toileting and before eating.
6. To administer basic first aid and deal with sickness, in accordance with training provided. Report and record accidents as required through the associated health & safety procedures.
7. To encourage pupils to develop healthy eating habits and good manners.
8. To encourage pupils to play appropriately and cooperatively, which could include educational play activities.
9. To supervise pupils in designated areas during lunch break with activities that will keep pupils calm.
10. To be aware of the schools behaviour management strategies ensuring they are implemented during lunch break.
11. To ensure no child is removed/leaves the school premises without having the appropriate permissions from the SEND specialist lead or principal.

## STANDARD DUTIES

1. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the school.
3. To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
4. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
5. To participate and engage with workplace learning and development opportunities to continually improve own performance and that of the team/school.
6. To attend and participate in relevant meetings as appropriate.
7. To undertake any other additional duties commensurate with the grade of the post.

## CONTACTS

Pupils, staff and visitors to the school.

## RELATIONSHIP TO OTHER POSTS IN THE DEPARTMENT

**Responsible to:** SEND Specialist Practitioner or Principal

**Responsible for:** Not applicable

## SPECIAL CONDITIONS

DBS Disclosure Required – Enhanced

	DATE	NAME	POST TITLE
PREPARED			
REVIEWED			
REVIEWED			

# **PERSON SPECIFICATION**

**Job Title:** Midday Supervisor

	<b>Selection Criteria Essential</b>	<b>Selection Criteria Desirable</b>	<b>How Assessed</b>
<b>Education &amp; Qualifications</b>	Not applicable	NVQ Level1/2 relating to working with children	AF
		First Aid certificate	AF / I
<b>Experience</b>	Experience of interacting with children particularly pupils with SEND and behaviour issues	Experience of working with school-aged children particularly pupils with SEND and behaviour issues	AF / I
<b>Skills &amp; Abilities</b>	Ability to work under supervision and as a member of a team		AF / I
	Interpersonal skills to communicate well with children and to command attention when they are distressed and displaying challenging behaviour.		AF / I
	Ability to work in accordance with the school's health and safety policies		AF / I
	Ability to be flexible and to work on own initiative within school guidelines		I
	Ability to deal with minor injuries		
<b>Knowledge</b>	Some knowledge of children's games and activities	Knowledge of another language, e.g. British Sign Language, Urdu or Polish	AF / I
	Knowledge of basic first aid		AF / I
	Understanding of safeguarding and recognising the importance of ensuring a secure and safe environment for pupils		AF / I
			AF / I

	Understanding of confidentiality and why this is important in a school		
<b>Work circumstances</b>	To be able to undertake further training as required  Willingness to undergo an Enhanced Disclosure and Barring Check		I  AF/I

*Abbreviations:* AF = Application Form; I = Interview.

**NB. - Any candidate with a disability who meets the essential criteria will be guaranteed an interview**