


Job Description			 Carlton Digby School
Title: MIDDAY SUPERVISOR – SEND, Grade 1	School: CARLTON DIGBY SCHOOL	Post Reference: MSA	
Job Purpose To assist in the care and supervision of children with SEND both in the dining area / classroom and in play areas to ensure the health, safety and welfare of pupils during the school lunch breaks.			
Key Responsibilities			
<ol style="list-style-type: none"> 1. Supervise pupils in the dining hall / classroom 2. Control queues to dining areas 3. Where required issue and collect meals 4. Ensure that the overall arrangement for children to dine promotes an orderly and pleasant meal service 5. Ensure that any spillage is removed quickly; trays are not left in dangerous positions, and are wiped where necessary 6. Supervise return of used trays, crockery and cutlery by the children 7. Ensure that tables are left clean for the next occupant 8. Ensure dining areas are left clean and tidy 9. Assist as required to relieve any ‘bottle neck’ at the dinner hatch 10. Arrange supervision to allow movement amongst the children within the area covered 11. Ensure acceptable standards of behaviour are maintained 12. Minimise the likelihood of children hurting themselves, others or damaging property 13. Supervising pupils in classrooms during bad weather 14. Ensure that children with SEND are included in play activities 15. Assist with children’s personal hygiene and toileting 16. Assist with children’s feeding and drinking 17. Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions 18. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school’s policies and procedures 19. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team 20. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school 			

Education and Knowledge

- Good literacy and numeracy skills gained from general education
- Good communication skills

Person Specification

- Time management and punctuality
- Flexibility
- Reliability
- Able to work under pressure
- Understands children with SEND and their specific needs
- Willingness to engage fully in the role, including personal care of pupils
- Commitment

Personal skills and general competencies

- Understand confidentiality
- Able to complete and assist with personal care of pupils
- Able to follow specific feeding programmes
- Able to supervise and support pupils during lunchtimes
- Able to support a total communication approach
- Understand lunchtimes are a key learning opportunity for pupils with SEND
- Provide of care to pupils requiring feeding, toileting and changing clothing
- Cleaning up food spillages
- Awareness of children with special educational needs (dietary, emotional, physical)
- Awareness of pupils on special or restricted diets for medical reasons
- Use of specialist equipment
- Awareness of moving and handling pupils (full training will be given for moving and handling pupils)

Experience

- No experience necessary, full training will be given.