

Job Description

Job Title:	Midday Supervisory Assistant
Responsible to:	Class Teacher
Pay Range:	1BS points 2 - 3
Date Prepared:	November 2024

MAIN DUTIES AND RESPONSIBILITIES:

- To supervise pupils immediately before, during and after the mid-day meal. This includes pupils who have a school meal as well as pupils who bring their own food.
- To follow individual feeding programmes as directed.
- To support pupils with all learning opportunities as directed by the class teacher.
- To assist pupils with personal hygiene as appropriate to individual needs.
- To supervise pupils in the playground, or other areas of the school as required by the class teacher.
- To assist in organising play/games as appropriate inside school on wet days. To work with individual pupils and groups of pupils.
- To assist with personal care routines including feeding and toileting and promote pupil independence in these areas in line with IEP goals and as directed by the class teacher.
- To assist class staff with any moving and handling needs including the use of hoists.
- To supervise pupils in the dining hall, including any journey or walk to the dining hall which may be required.
- Work with both individual pupils and groups of pupils to support learning and promote access to learning activities.
- Implement behaviour support plans with pupils, as directed.
- Implement communication programmes with pupils, as directed.
- To respect confidentiality of information on pupils and their families.
- Be aware of and act in accordance with the school policies on Health and Safety and related guidance.
- Be familiar with and act in accordance with the school policy on Safeguarding and Child Protection.
- Any other duties of similar nature or level as required.

EQUALITY AND DIVERSITY STATEMENT:

The Trust will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of any of the protected characteristics (as defined by the Equality Act 2010). The Trust will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The Trust provides an open, welcoming and safe environment for all its students, employees and visitors.

PREVENT STATEMENT:

All employees are required to uphold the values of democracy, rule of law, individual liberty and tolerance and have mutual respect for those with different faiths and beliefs.

BILTT is committed to Safeguarding, Prevent, the welfare of pupils and ensuring equality of opportunity for all pupils, staff, parents and carers; irrespective of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, belief, sex or sexual orientation and expects staff to share that commitment.

The post is subject to satisfactory references, social media checks, enhanced DBS & health clearance.