



Job Description

Key tasks

OVERALL PURPOSE OF POST

To be responsible for the safety, welfare and good conduct of pupils during the midday break period, in accordance with school and Residential Care policies, procedures and guidelines.

The postholder has responsibility for safeguarding and promoting the welfare of pupils at the school

1. KEY TASKS

1. To prepare tables for the lunch period and set up the equipment needed. Clear away afterwards.
2. To supervise pupils at lunchtime, supporting them with eating, as required, helping to cut food and assisting with special diets, encouraging the correct use of knife, fork and spoon.
3. To ensure the maintenance of good order and discipline.
4. To support pupils in the toilet, which may involve changing nappies and cleaning children who have soiled. Cleaning of other bodily fluids may also be required.
5. To supervise pupils at playtime, being aware of vulnerable children, different behavioural approaches, etc.
6. To use manual handling techniques with pupils, as required.
7. To encourage children's communication and independence, sitting with them and encouraging good manners and appropriate talk and interaction around the table.
8. To record and report accidents, in accordance with the Health and Safety at Work Act.
9. To record details of behaviour on appropriate form for commendation or sanction, as necessary.
10. To participate in group supervision sessions with the Senior MDSA/Deputy Head Teacher on a regular basis.
11. Promote and protect the professional reputation of the School at all times.

2. OTHER DUTIES

The postholder may be required to perform duties other than those given in the job description for the post, providing that they are commensurate with the grade. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

Person Specification

Essential	Desirable
<ul style="list-style-type: none"> • Good Level of literacy and numeracy • Experience of team working • Ability to form good relationships with children and adults • Ability to work well under pressure • Well organised • Good common sense • Good communicator • Resilient • Good sense of humour • Personable • Flexible • Reliable • Enthusiastic • Good team player Punctual • Fitness to carry out duties of post 	<ul style="list-style-type: none"> • Qualified First Aider • Working with children/supervising children • Experience of working with children with special needs • An Awareness of Health and safety issues.