

Main Purpose of the Job

To support the children at Oakleigh School during the lunchtime period. To support children to eat and drink independently, play and socially interact with their peers and to support all aspects of personal care.

- To understand the complex needs of the children and how this impacts on eating, drinking, play and interaction and personal care
- To work as part of a team in liaison and co-operation with class teachers, other mealtime supervisors, kitchen staff, parents and governors.
- To support the children with eating and drinking
- To support the children with washing hands and toileting
- To support play and interaction
- To set up and lay the tables for lunchtimes
- To carry out associated ancillary duties such as clearing up spillages in accordance with school procedures
- To deal with and record minor incidents/accidents and refer to qualified first aiders where appropriate
- To be aware of any child's specific dietary needs, such as allergies, intolerance, cultural or religious
- To support child's independence in all activities
- To manage children's behaviour in accordance with their individual behaviour policy
- To ensure that all tasks are carried out in compliance with the Borough and School Health and Safety Statements
- To work in accordance with the schools' ethos and policies on equal opportunities, behaviour, discipline and bullying
- To be playful, use initiative to engage children in activities

Communicating and influencing skills

- To understand and be respectful of the communicative needs of the children at Oakleigh
- To follow eating, drinking programmes set by the wider multi-disciplinary team
- To understand the individual learning needs and targeted outcomes of each child, guided by the teacher and Learning Support staff
- Provide feedback to class teacher/all school staff and complete incident reports/alert forms

Initiative and innovation skills

- To be playful and use of initiative in playing games to promote social interaction and motivate good behaviour
- Use of initiative in ensuring that class routines are followed, such as use of visuals
- Work within and comply with school policies and procedures relating to child protection, health and safety, security, equal opportunities, behaviour, bullying and discipline

Staff accountability

- To be a positive role model to all staff and pupils in the school

Physical effort

- To be physical fit and healthy
- To set up dining area for class group

- Requirement to clear up spillages in dining area
- Daily requirement to clean dining areas at end of each mealtime break

Work environment

- Classroom
- Playground supervision in all weathers
- Dining areas can be noisy – and requirement to ensure safety of children re hot food, using cutlery etc.
- To manage behaviour from pupils, supported by class staff

PERSON SPECIFICATION

No specific training or qualifications are required but the school meals supervisor should:

- To have experience and understanding of pupils with severe and complex needs
- To be playful, lively, energetic and enthusiastic
- To be able to work effectively as part of a team
- Show an awareness of relevant health and safety issues in all situations.
- Demonstrate a positive attitude to the children and treat them with dignity and respect.
- Be flexible in their approach to their work.
- Be able to work within the spirit of school aims, ethos and any relevant policy.
- Be keen to receive training within school, as appropriate.
- Can undertake personal care roles such as toileting