



Ridgeway School

Job Description – Midday Supervisory Assistant

JOB TITLE:	Midday Supervisory Assistant
TYPE OF WORKPLACE:	Special School
RESPONSIBLE TO:	Headteacher
JOB PURPOSE:	To be responsible for the safety, personal needs, general welfare and proper conduct of pupils in the lunchtime period
HOURS:	2 hours between 11.30 to 1.30pm, Monday to Friday, term time only

Main duties and responsibilities:

The Midday Supervisory Assistant role at Ridgeway School varies considerably from a mainstream school due to the individual needs of the pupils.

Pupil supervision and care

- Supervision of pupils with whatever activity they are doing over the 2-hour period. This includes:

Lunch

- Supervision of pupils before, during and after their lunchtime meal, either in the main hall or in classes. This includes pupils who have a school meal as well as those who bring their own food. This may be 1:1 supervision of a pupil as required.
- Assistance for pupils where necessary to cut up food and guidance on the proper use of cutlery; assistance at tables and with feeding where necessary; assistance in the clearance of any spillage etc. if required. Feeding training will be provided where necessary.
- Assistance for pupils where necessary to carry trays etc. to table and to return empty dishes etc. to the service counter.
- Preparing the main hall/class for the lunch service – setting out chairs, tables, clean cutlery, water, plates etc.
- Serving dinners to pupils – preparing the serving area with the meals provided by the caterers and serving the pupils, taking into account special dietary or other requirements.
- Wiping down tables, clearing up any spillages or mess on the floor.
- Wiping/washing after meals of less able children as necessary.

Classroom activities

- Assisting in the classroom under the supervision of the teacher.
- To promote and support the inclusion of all pupils in the learning activities in which they are involved
- To assist in maintaining classroom discipline by working with individuals and groups of pupils in developing expectations of acceptable personal and social behaviour and help make them part of the learning experience

Outdoor supervision

- Dressing of pupils for outside play activities
- Supervision of and interaction with pupils in the playground and other areas of the school as required, for example organising and playing games
- Any other duty requested by the class teacher to assist in supporting the children over the lunch period

General

- To work collaboratively with colleagues as part of a professional team, in particular the class teacher and other teaching assistants; working at all times within the school's policies and procedures.
- To undertake any other duties of a similar level and responsibility as may be required
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- To attend to the personal and social needs of pupils and any other requirements depending on the pupil's special needs (this may include toileting, other hygiene needs, help with dressing if necessary).
- To undertake any necessary training, for example feeding and safeguarding
- Support the safeguarding of pupils by reporting any concerns about behaviour of staff or pupils to the Designated Safeguarding Lead and by following school safeguarding policies and procedures.
- Taking such steps as are necessary when pupils are unwell, summoning assistance from a qualified first aider or nurse to deal with injuries or illness.
- To undertake a handover to class staff before shift end, to relay any incidents which may have taken place over the lunchtime period, including but not limited to injury, illness or accident, with an accompanying written report where necessary.