

Woodlands Secondary School

‘Empowering young people to become successful adults’



JOB DESCRIPTION – Midday Supervisory Assistant

RESPONSIBLE TO: Headteacher

GRADE: L1A

PURPOSE OF POST: Responsible to the Class Teacher, and under the general direction of the Department Leader, during the midday break, ensure the safety and general welfare and proper conduct of the student s during this period.

ORGANISATION CHART:

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graph TD
    HT[Head Teacher] --> DL[Department Leader]
    DL --> CT[Class teacher]
    CT --> MSA[Midday Supervisory Assistant]
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PRINCIPAL RESPONSIBILITIES:

1. Supervise students immediately before, during and after the midday break.
2. Assist students as required with toileting and personal hygiene (under the general direction of Teaching Assistants from the allocated class). This will involve supporting both male and female students with personal care.
3. Assist with the moving and handling of non-ambulant students in conjunction with other staff members, making use of mechanical aids as necessary. Training is provided.
4. Encourage and assist students in eating and drinking as per individual feeding plans. Adhere to guidance re. student allergies and presentation of food e.g. liquidised, mashed, etc) Promote student independence as appropriate.
5. Support students to be well presented after meals and wash aprons, plastic bibs etc. as necessary.
6. Ensure the environment is hygienic and clean before and after students eat/ undertake personal care. Assist with clearing spillages, etc.
7. In the event of a student becoming ill, distressed, or experiencing an accident, provide initial aid and summon qualified assistance.
8. Complete annual safeguarding training and understand the school procedures for reporting concerns. Support students to be appropriately dressed for outside play activities and supervise students in the playground/ outside area.

DIMENSIONS:

Supervisory Management: None

Financial Resources: None

Physical Resources: Classroom Materials, equipment and resources

Other:

CONTEXT:

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. They are required to support and follow all relevant school policies including those for behaviour and child protection. This will mean focussing on the needs of colleagues, parents and students and being flexible in a busy pressurised environment. They should be involved in promoting the acceptance and integration of students with special educational needs. They might also be involved assisting students for whom English is an additional language

Physical Effort: The job is likely to involve some hoisting of children and moving of equipment. Training will be provided where necessary.

Working Environment: There could be a requirement to deal with vomit and bodily fluids when children are unwell. Staff are required to support students with personal care. All staff work in teams and will be supported by colleagues when undertaking administration of medication or personal care for students.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via www.disclosure.gov.uk

It is an offence to apply for a role working in regulated activity if you are barred from working with children.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

A CV alone will not provide adequate information and will not be accepted for any posts based in schools. Candidates are required to explain how they meet the essential criteria in full by completion of the application form.

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work,

in particular those relating to:

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018)

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E):- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	1. Demonstrable experience of working with children or young people. 2. Some experience of performing basic food hygiene and cleaning skills	1,2 1,2	3. Some experience of working with people with special educational needs.	1,2
Skills/Abilities	4. Able to communicate effectively with colleagues and with children; Patience when communicating with children 5. Able to encourage, coach and support children with feeding, personal care and recreation skills) 6. Able to follow verbal and written guidelines and procedures. 7. Able to work effectively as part of a team. 8. Able to provide and maintain a clean and safe environment.	1,2 1,2 1,2 1,2 1,2		
Equality Issues	9. Able to recognise and act on discrimination and to promote equality and respect.	1,2		
Specialist Knowledge	10. Able to demonstrate an empathy with and understanding of needs of students with special educational needs.	1,2		
Education and Training	11. An understanding of safeguarding responsibilities for children and young people with SEN	1,2		
Other Requirements	12. Fluent spoken and written English.	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)