

MAPLEDOWN SCHOOL Job Description and Person Specification for Meal Time Supervisor

Report Arrangements: Reports directly to the Headteacher

Job description:

The main aim of this role is to work with class teams, under the direction of the classteacher, to provide care, support and assistance for pupils during their lunchtime and break time.

Main Duties and Responsibilities:

To assist students at lunchtime either by direct feeding or supervision as required.

To ensure students supervision and safety during the lunch time and break time period.

To attend to students' personal needs, i.e. washing and toileting as directed.

To follow any programme of behaviour management for students as directed.

To prepare food if required, including cutting up and purifying (liquidising).

To set out and prepare eating areas, and keep equipment clean and tidy, and maintain high standards of hygiene at all times.

To be aware of any child's dietary needs such as allergies, intolerance, cultural or religious.

To pre-plan or initiate play activities in class or in the playgrounds.

To ensure that any play equipment used is used safely.

To be aware of, work within and implement the relevant school policies/documents.

To report any incidents to the classteacher, class team or leader.

Person Specification:

Attitude and Experience	<p>Evidence of:</p> <ul style="list-style-type: none"> ● good attendance and timekeeping from previous employment ● any previous experience of working with young people with learning difficulties ● a commitment to inclusion and equal opportunities ● having and showing a flexible and optimistic outlook that contributes to a positive and creative working environment ● working in effective teams – meeting declared aims ● the ability to self manage under pressure and work sensitively with colleagues, pupils and families
Knowledge, Skills and Understanding	<p>Evidence of:</p> <ul style="list-style-type: none"> ● the ability to relate well to young people and adults and some understanding of the range of needs of young people with learning difficulties ● a familiarity with or willingness to learn and extend IT skills ● an understanding of the importance of Health & Safety ● an understanding of the importance keeping children safe ● an understanding of the current national and local education system

	<p>and the role of SEN schools in delivering pupil's entitlement</p> <ul style="list-style-type: none">● an absolute commitment to learning – for self and pupils
Learning & Qualifications	<ul style="list-style-type: none">● Good standards of spoken and written English and any previous and relevant learning● To be willing to extend own learning and gain further work-related skills and qualifications