

# Job Description and Person Specification

DATE	SIGNATURE

**Role**

Lunchtime Supervisor  
Hazelbeck School (a school for students with special educational needs)  
Salary/Grade: Band 5 SCP4-6  
Reporting to: Senior Lunchtime Supervisor



# JOB DESCRIPTION

## Corporate Responsibilities

- Provide high quality and effective administrative and organisational support services, working with colleagues and supporting students to achieve top 10% outcomes in a remarkable learning environment.
- Ensure probity, propriety and adherence to the Nolan Principles both in your personal conduct and throughout the Trust.
- Adhere to the principles of alignment in the One Trust Contract
- Contribute to a culture of relentless improvement, where feedback is a gift.
- Lead and uphold an individual and organisational commitment to safeguarding and promoting the well-being of children; being hyper-vigilant in all interactions with pupils and adults and reporting any concerns or suspicions, no matter how small, to the Designated Safeguarding Lead (Pupils) / Headteacher (Staff)
- Comply with all policies, procedures, working practices and regulations, in particular, Child Protection, Equality and Diversity, Health and Safety, Confidentiality, Data Protection, Financial Regulations in line with our Scheme of Delegation
- Be accountable to and carry out any reasonable request from the Headteacher / Line Manager

This is a school-based role that will involve contact with children

## Key Duties and Responsibilities

- Actively supervise all pupils with a range of special educational needs in designated areas ensuring their safety and wellbeing is maintained.
- Encourage positive behaviour and conduct in line with school procedures, responding to incidents requiring attention in line with school procedures.
- Promote opportunities for emotional and physical development.
- Clean and tidy designated areas with care in line with service standards, ensuring areas are ready for use.
- Prepare and use cleaning equipment and products effectively and safely in line with regulations.
- Communicate effectively with colleagues to support supervision arrangements, reporting concerns or incidents encountered.
- Maintain accurate records using relevant systems in line with policy and records management procedures.
- Provide occasional cover for colleagues.
- Attend and support meetings and undertake duties as required in line with school calendar.
- Contribute to the development of systems and procedures in the department, support the life of the school and work within the overall aims and objectives of the school.
- Support with Health Interventions - there is a comprehensive framework in place for training, support, supervision and competency assessment for school staff delivering health interventions. This complies with local and national guidance on delegation of health tasks to non-health workers (Royal College of Nursing, 2018), infection control guidance including bare below the elbows (NICE 2017). The decision for staff to deliver health interventions will be based on pupil need and where applicable, will be made in conjunction with NHS professionals to ensure decisions are appropriate and there is sufficient opportunity to maintain skills and competency. School staff may be required to support pupils with the following health interventions:
  - Administer medicine in accordance with prescribed medicine, with pre-calculated dosage provided via nasogastric tube, gastrostomy tube, orally or applied to skin, eyes and/or ears.
  - Administer adrenaline auto-injectors (e.g., EpiPens).
  - Administer Buccal or intra-nasal midazolam and Hypo Stat or Gluco Gel
  - Assist with inhalers, cartridges and nebuliser.
  - Emergency treatments covered in basic first aid training including airway management.
  - Nasal or oral suctioning which does not go beyond the back teeth and where there is an effective cough. This would be prescribed by a doctor, children's respiratory nurse specialist or paediatric respiratory physiotherapist.
  - Assist with prescribed oxygen administration including oxygen saturation monitoring where required.
  - Non-invasive ventilation care for a child with a predictable medical condition and stable ventilation. Non-invasive includes Constant Positive Airway Pressure (CPAP) and Bi-level Positive Airway Pressure (BiPAP) and involves a mask worn on the face which fills with oxygenated air.
  - Monitor blood glucose and carbohydrate counting as agreed by the pupil's lead nursing / medical practitioner, e.g. GP, paediatrician, Children's Diabetes Nurse Specialist.
  - Bolus or continuous feed via naso-gastric tube or gastrostomy or using a pump via gastrostomy or jejunostomy.
  - Stoma care including requirement to maintain patency of stoma in an emergency situation prior to seeking advice from a registered nurse
  - Catheter care
  - Rectal medication with a pre-packed dose i.e. rectal diazepam.
  - Re-insertion of percutaneous endoscopic gastrostomy tubes in specific named cases.

# JOB DESCRIPTION

## Professional Development

- Be committed to own professional development, demonstrating the desire to be better tomorrow than you are today
- Establish and participate in training opportunities, meetings, and networks to support and maintain excellent service delivery and knowledge in role
- Seek feedback and act on it to improve performance within and beyond formal coaching and appraisal opportunities
- Actively engage in the school coaching offer and appraisal process

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All successful staff will undertake an Enhanced Disclosure and Barring Service Check.

The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

## Intermediate Fluency Duty Required:

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role, the post holder is required to meet the Intermediate Threshold Level. The post holder should demonstrate they can: Express themselves fluently and spontaneously with minimum effort and only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

**Date: October 2023**

*This job description is illustrative of the responsibility of the post and not necessarily a comprehensive list of tasks.*

*Post-holders are expected to undertake work in line with the level and pay band of the post determined by the Line Manager. The Job Description will be reviewed with the post-holder in relation to need or on an annual basis through appraisal and whole-Trust review of strategy and effectiveness.*

# PERSON SPECIFICATION

## Lunchtime Supervisor

	Essential Requirements	Desirable Requirements	How Identified
Qualifications	<ul style="list-style-type: none"> <li>Adult Literacy/Numeracy at level 1.</li> <li>Evidence of relevant training or willing to undertake training to assist performance in role</li> </ul>	<ul style="list-style-type: none"> <li>First Aid certification or willing to work towards</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience of working with children of appropriate age/children with special educational needs.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of cleaning in a relevant environment</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> </ul>
Knowledge, Skills and Ability	<ul style="list-style-type: none"> <li>Ability to relate well and work effectively with children and adults.</li> <li>Ability to support and supervise pupils with a range of needs</li> <li>Ability to work constructively as a part of a team</li> <li>Ability to work proactively and independently</li> <li>Cleaning skills</li> <li>Ability to communicate clearly, assertively</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of relevant policies and guidance and awareness of relevant legislation e.g. manual handling, disposal of waste</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> </ul>
Character/ Values	<ul style="list-style-type: none"> <li>High commitment to safeguarding and promoting the welfare of children</li> <li>A belief in education and commitment to high levels of service to make a difference for young people</li> <li>Commitment to the Trust agenda for inclusion, diversity, and equality</li> <li>Driven by values and aligned to the seven principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership</li> <li>Humility: a recognition that the more you know, the less you know! Not being afraid to say, 'I don't know'</li> <li>Emotionally intelligent: know when to direct and when to challenge</li> <li>Present a positive perspective; able to listen and show awareness of other's sensitivities; have personal pride and lead by example</li> <li>Understand the importance of work/ life balance</li> <li>Resilient, flexible and hardworking</li> </ul>	<ul style="list-style-type: none"> <li>Interest in the Trust's wider role in the community</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> </ul>
Personal Circumstances	<ul style="list-style-type: none"> <li>Legally entitled to work in the UK</li> <li>Able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010</li> <li>Flexible to support out of hours activity on occasion</li> </ul>		<ul style="list-style-type: none"> <li>References</li> <li>Interview</li> </ul>