



Job title:	SEND Midday Supervisor	
Reports to:	SENCO, Head Teacher	
Scale/FTE:	Salary Scale: BR 4 Points: 12 – 13	Hours: 12 – 1.30 (7.5 per week) Weeks Per Year: 38

Key Purpose

To secure the safety, welfare, inclusion, and positive behaviour of pupils with Special Educational Needs in our Additionally Resourced Provision (ARP) during the lunchtime break period. This includes providing personalised support, promoting independence, and ensuring that pupils can access lunchtime successfully in accordance with agreed school policies, SEND strategies, and safeguarding guidelines.

- Key Responsibilities**
- Provide supervision and support for pupils during lunchtime in a safe, positive, and inclusive environment.
 - Support pupils with additional needs to access lunchtime activities successfully.
 - Encourage and promote independence during meal times, including making choices and managing personal belongings.
 - Assist pupils with eating and drinking where required, following agreed care plans and hygiene procedures.
 - Support pupils with social communication and interaction during lunch periods.
 - Use agreed behaviour support strategies to promote positive behaviour and emotional regulation.
 - always Ensure pupils’ safety and wellbeing, following safeguarding and health and safety procedures.
 - Support pupils during transitions between outdoor environments.
 - Facilitate structured play and social activities to encourage positive peer relationships.
 - Respond appropriately to incidents, accidents, or pupil distress and report concerns to relevant staff.

- Work closely with teachers, teaching assistants, and ARP staff to ensure consistency of support.
- Follow individual pupil support plans, risk assessments, and medical care plans where applicable.
- Maintain accurate records of incidents or concerns in line with school procedures. Promote respect, equality, and inclusion, ensuring all pupils feel valued and supported.
- Attend relevant training and meetings to develop knowledge of pupils' needs and effective support
- To be able to support self-care and personal hygiene.

Safeguarding Statement

The post holder must follow all safeguarding procedures and is expected to share the school's commitment to safeguarding and promoting the welfare of children and young people. All safeguarding concerns must be reported immediately to the appropriate staff member.

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade.

Details and emphasis are subject to amendment and revision in the light of the changing needs of Mosaic Schools Learning Trust. This will always be in consultation with the post holder and any additional training needs identified and discussed with the post holder's line manager.

Mosaic Schools Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

Qualifications and Training

- Relevant SEND training or willingness to undertake training – **Desirable**
- First Aid qualification or willingness to obtain – **Desirable**
- Safeguarding training (will be provided if not already held) – **Essential**

Experience

- Experience working with or caring for children, particularly those with SEND – **Essential**
- Experience of working in a school or educational setting – **Desirable**
- Experience supporting children with medical, physical, or communication needs – **Desirable**

Skills and Knowledge

- Understanding of the needs of children with SEND
- Strong communication and interpersonal skills
- Ability to work effectively as part of a team
- Awareness of safeguarding and confidentiality requirements
- Patience, empathy, and a flexible approach to supporting children

Personal Qualities

- Commitment to promoting the well-being and inclusion of all pupils
- Reliable, punctual, and trustworthy
- Positive attitude and high expectations for all children
- Willingness to learn and undertake relevant training
- Resilient and calm under pressure