



## Job Description

<b>Job title</b>	Lunch Time Assistant / Teaching Assistant
<b>Directorate:</b>	Children, Learning and Young People
<b>Service:</b>	Special Schools
<b>Location:</b>	Tiverton School
<b>Grade:</b>	3
<b>Hours:</b>	17.5 hours per week term time only + 1 week
<b>Job Purpose</b>	
Responsible under the direction of the Headteacher or her representative individually or as a member of the team, for securing the safety, welfare and good conduct of pupils during the midday break period. Duties to be carried out in accordance with the laid down procedures and practices of the Local Authority.	
<b>Duties and Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Supervising and assisting pupils in the dining hall, playground areas and school premises, ensuring that any behaviour strategies are followed.</li> <li>• Serve meals to pupils and support with feeding when required.</li> <li>• Where required, assisting individual children with their feeding programmes under the guidance and supervision of classroom staff.</li> <li>• Assisting with an orderly start to lunch including the saying of grace or other prayer if required.</li> <li>• Assisting with the collecting of food trays and plates and in the serving of meals and food where necessary.</li> <li>• Supervising and assisting pupils to return waste food, plates and cutlery to the appropriate points.</li> <li>• Undertaking ancillary duties including the wiping of tables, cleaning of spillages.</li> <li>• Assisting with the putting away of tables and chairs.</li> <li>• During playtime sessions, taking children to the toilet and changing them if necessary.</li> <li>• Organising activities for pupils where necessary, in particular indoors when there is inclement weather, or for groups of pupils who have focussed lunchtime activities.</li> <li>• Act as a carer for sick children until appropriate qualified medical assistance is available and/or until parent or guardian collects a sick child. Employees must not provide First Aid unless qualified to do so. Keeping the Headteacher or nominee informed and assisting with the maintenance of recording such incidents.</li> <li>• Following fire and evacuation procedures and checking that pupils are safe.</li> <li>• On days when the school is closed (excepting teacher training days), to assist the kitchen staff with general cleaning duties in the dining areas, and in particular the cleaning of furniture.</li> </ul> <p><b>Additionally:</b></p> <ul style="list-style-type: none"> <li>• You will be assigned to a class from 1.30 – 3.00 to assist staff with toileting of children and prepare to support the class teacher for the afternoon sessions.</li> </ul>	

- Promote student independence in social skills, reinforcing self-esteem through praise and encouragement.
- The changing of soiled clothing and its disposal in an appropriate way.
- Assist with the identification and monitoring of children's general health and welfare.
- Respond to the personal care needs of students in a manner that conveys dignity and respect.
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Assist the class teacher and senior member of support staff in supporting individuals or groups of pupils with the full range of curriculum activities; this may include visits, special events and residential experiences
- Undertake general classroom administrative tasks as required by the classroom teacher, such as the upkeep of records, home- school diaries, filing, photocopying and responding to requests from parents
- Attend staff and class team meetings as required
- Assist in supporting effective home- school links, for example completing home school diaries, attending parents' evenings, undertaking joint home visits
- Use specialist skills and training to support the behaviour management of pupils with behavioural, emotional and social development needs including assisting with the development and implementation of behaviour strategies
- Prepare and maintain teaching resources and equipment
- Utilise ICT in learning activities and develop pupils' competence and independence in its use.

Any other duties and responsibilities within the range of the salary grade

There may be a requirement to carry out particular duties as the Headteacher may reasonably direct from time to time

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

The post holder must comply with the Interagency procedures of the Safeguarding Boards and

<p>Coventry City Council’s policies for safeguarding children and safeguarding adults and in particular is required:-</p> <ul style="list-style-type: none"> <li>• To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected</li> <li>• To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately</li> </ul>
<p><b>Guidance and Supervision</b></p>
<ul style="list-style-type: none"> <li>• The post holder will work under the general guidance and supervision of the senior member of support staff in the class in which they are based and the Deputy Headteacher</li> <li>• Professional Development review will be undertaken with the Deputy Headteacher and the Family Liaison and Support Staff Manager</li> </ul>
<p><b>Notes</b></p>
<ul style="list-style-type: none"> <li>• The exact focus of the role will be decided at school level and will take into account the needs of the pupils, the school and the development needs of members of staff</li> <li>• The job description will be reviewed annually through the professional development review process</li> </ul>

**Person Specification**

<p><b>Job title:</b> Supervisory Assistant</p> <p><b>Directorate:</b> Children, Learning and Young People</p> <p><b>Service:</b> Special Schools</p> <p><b>Location:</b> Tiverton School</p> <p><b>Grade:</b> 3</p>
<p><b>Qualifications and training</b></p>
<ul style="list-style-type: none"> <li>• Basic reading and writing skills (to maintain records of accidents and first aid)</li> </ul>
<p><b>Experience</b></p>
<ul style="list-style-type: none"> <li>• Experience of children in some capacity of responsibility – own children or previous school experience</li> </ul>
<p><b>Knowledge</b></p>

### **Skills and Abilities**

- Communicate effectively with others to receive and pass on information and instructions, provide guidance in a firm but pleasant manner.
- Communicate effectively with pupils to keep control, pass instructions and organise activities where appropriate in a firm but pleasant manner.
- Follow laid down procedures for different incidents, particularly in the case of fire evacuation or accidents in a controlled and systematic way.
- Supervise and control children to minimum standards of discipline set.
- Adhere to guidelines set by the school in respect of managing individual pupils' behaviour.
- Assist pupils with feeding programmes under the guidance of staff.
- Willing to toilet pupils and support them with personal care needs when required.
- Willing to clean up spillages or other materials, tasks such as carrying food/trays
- An empathy with and understanding of children with a wide range of special educational needs.

### **Notes**

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.