



## Lunchtime Supervisory Assistant

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|-----------------|------------------------------------------|
| GRADE:          | 2                                        |
| RESPONSIBLE TO: | Deputy Headteacher and the Class Teacher |

### Main purpose of role:

The role of Lunchtime Supervisory Assistant is central to the personal and social development, health and well being of pupils attending Castle Wood School. The following tasks are fundamental to the post though appointees must be prepared to be flexible as determined by the special education needs demonstrated by pupils on roll. Your line manager will be the School Business Manager.

### Duties and Responsibilities:

1. Manage the lunchtime period, alongside teaching and other support staff, to ensure pupils are safe and the period is productive.
2. Serve lunch to pupils observing appropriate food handling precautions.
3. Support pupils in feeding where appropriate and to assist the development of eating skills.
4. Supervise and assist pupils to return waste food, trays and cutlery where appropriate.
5. Work collaboratively in a team to address the very specific needs of individual pupils.
6. Support pupils in their personal care routines including toileting and changing
7. Undertake ancillary duties, wiping of tables, cleaning of spillages, where necessary, eg. food, vomit, etc.
8. Contribute to children's play activities, both in the classroom and on the playground, and to support pupils who participate in lunchtime clubs and activities.
9. Be proactive during informal time in the school grounds and react/report to incidents that may constitute inappropriate behaviour.
10. Act as a carer to sick children until appropriate qualified medical assistance is available and/or until a 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 maintaining records of accidents and first aid given.
11. Remain vigilant and immediately report any concerns that might be defined by the school's Child Protection and Safeguarding Policy.
12. Be willing to adopt strategies which seek to address the needs of pupils eg. basic sign language (training and guidance available on appointment)

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

### Person Specification:

| Area                         | Description                                                                                                                                                                                          |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Knowledge:</b>            | • Appropriate behaviour at the dinner table and during informal recreational situations                                                                                                              |
|                              | • Basic hygiene issues relating to the serving of food                                                                                                                                               |
|                              | • Castle Wood School admits primary aged pupils with severe and complex special educational needs. Applicants must be empathetic to the needs of pupils on roll                                      |
| <b>Skills and Abilities:</b> | • Able to communicate effectively to receive and pass on information and instructions, and provide guidance in a firm but pleasant manner                                                            |
|                              | • Basic reading and writing skills to maintain records of accidents and first aid                                                                                                                    |
|                              | • Able to communicate effectively with pupils who have differing needs and abilities to keep control, pass-on instructions and organise activities, where appropriate, in a firm but pleasant manner |
|                              | • Able to administer basic first aid where necessary                                                                                                                                                 |
|                              | • Able to follow set procedures for different incidents, particularly in the case of fire evacuation or accidents, in a controlled and systematic way                                                |
|                              | • Able to supervise and control children to minimum set standards of discipline                                                                                                                      |
|                              | • Able to adhere to guidelines, follow set procedures and work to guidelines as required                                                                                                             |

CASTLE WOOD LUNCHTIME SUPERVISORY ASSISTANT(JUNE 2020)

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|                     | <ul style="list-style-type: none"> <li>• Able to assist pupils with developing their eating skills</li> <li>• Encourage pupils to participate in lunchtime activities</li> <li>• Able and willing to clean-up food or vomit or other materials, and undertake tasks such as carrying food/trays</li> <li>• Be approachable in dealing with staff and pupils</li> <li>• To show initiative</li> <li>• To manage the requirements of the post efficiently and effectively</li> <li>• To maintain a flexible and calm disposition in a demanding environment</li> <li>• To work effectively as a team member</li> <li>• Commitment to demonstrate positive behaviours in support of the school's ethos around safeguarding</li> </ul> |
| <b>Experience:</b>  | <ul style="list-style-type: none"> <li>• Experience of children in some capacity of responsibility, eg. own children or previous school experience: in a primary school or Special Education Needs</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Educational:</b> | <ul style="list-style-type: none"> <li>•</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

#### **Other:**

The post holder must comply with Coventry City Council's and the schools 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.

#### **Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- 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

#### **Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

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

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

#### **Notes:**

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of

the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

***Castle Wood School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.***