



## Ivel Valley School & College

### Job Description: Midday Supervisory Assistant

<b>TYPE OF WORKPLACE:</b>	Special school
<b>RESPONSIBLE TO:</b>	Assistant Headteacher (School or College site)
<b>JOB PURPOSE:</b>	To be responsible for the safety, general welfare and proper conduct of pupils in the lunchtime period
<b>HOURS:</b>	2 hours between 12.00 to 2pm, Monday to Friday, term time only
<b>LOCATION:</b>	Either Ivel Valley School Site (Hitchmead Road), Ivel Valley College (The Baulk) or Biggleswade Academy Satellite Classes

### Main duties and responsibilities:

The Midday Supervisory Assistant role at Ivel Valley varies considerably from in a mainstream school due to the individual needs and behaviours of the pupils. The duties also differ across the two sites (the School site and the College site) due to the ages and number of pupils. Having additional staff over the lunch period enables teaching assistants to take their lunch breaks.

#### Pupil supervision and care

- Supervision of pupils with whatever activity they are doing over the 2-hour period. This includes:

#### Lunch

- Supervision of pupils before, during and after their lunchtime meal. This includes pupils who have a school meal as well as those who bring their own food. This may be 1:1 supervision of a pupil with very high needs.
- Assistance for pupils where necessary to cut up food and guidance on the proper use of cutlery; assistance at tables and with feeding where necessary; assistance in the clearance of any spillage etc. if required.
- Assistance for pupils where necessary to carry trays etc. to table and to return empty dishes etc. to the service counter.
- Preparing the room for the lunch service – setting out chairs, tables, clean cutlery, water, plates etc.
- Serving dinners to pupils – preparing the serving area with the meals provided by the caterers and serving the pupils, taking into account special dietary or other requirements [only applicable for specific key stages]
- Wiping down tables, clearing up any spillages or mess on the floor

- Wiping/washing of children after meals as necessary and washing of aprons, plastic bibs and cups of less able children.

### **Classroom activities**

- Assisting in the classroom under the supervision of the teacher – this include any activity that the class is doing e.g. food technology lesson, PE, maths, literacy, art etc.
- To promote and support the inclusion of all pupils in the learning activities in which they are involved
- To assist in maintaining classroom discipline by working with individual and groups of pupils in developing expectations of acceptable personal and social behaviour and help make them part of the learning experience

### **Outdoor supervision**

- Dressing of pupils for outside play activities
- Supervision of pupils in the playground or other area of the school as required, encouraging a high standard of pupil behaviour in line with the school's Behaviour Management Policy.
- Organising play/games as appropriate inside school on wet days.

### **Assistance with mobility or personal hygiene**

- Assistance with toileting, including washing of children, cleaning teeth, washing of pants after occasional accidents, changing of sanitary towels or incontinence pads
- Assistance with non-ambulant children – manual handling

### **General**

- To work collaboratively with colleagues as part of a professional team, in particular the class teacher and other teaching assistants; working at all times within the school's policies and procedures.
- To undertake any other duties of a similar level and responsibility as may be required and to work at either site according to where they are needed
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- To undertake any necessary training on food hygiene, safeguarding, first aid, behaviour management etc.
- Support the safeguarding of pupils by reporting any concerns about behaviour of staff or pupils to the Designated Safeguarding Lead and by following school safeguarding policies and procedures.
- Taking such steps as are necessary when pupils are unwell, carrying out minor first aid and summoning assistance from a qualified first aider or nurse to deal with injuries or illness.