



## An Daras Multi Academy Trust

### School Based

### JOB DESCRIPTION

**Department:** St Stephens ARB

**Job Title:** ARB Lunchtime Supervisor

**Grade:** £17,053 pa pro rata

**Responsible to:** SENCO, ARB Teacher/Teaching staff (Senior Lunchtime Supervisor)

**Direct Supervisory Responsibility for:** None

**Indirect Supervisory Responsibility for:** None

**Important Functional Relationships:** Internal: Head of School, SENCO, Teachers, Support Staff, Pupils, Catering Service Staff.

External: Parents, LA officers and advisers, School Governors, visitors to the school.

#### Main Purpose of Job:

To take an active role in the assistance and supervision of children with special needs during the lunch break, encouraging responsible and appropriate behaviour, activities and play ensuring the safety of pupils.

#### Main Duties and Responsibilities

1. To undertake the supervision of an individual child/group of children with special needs during the lunch period in accordance with the School's pupil management, discipline, behaviour and bullying policies.
2. To interact positively with children to encourage them to engage in meaningful and constructive activities, and to deal with emergencies that may occur.
3. To assist children in preparing for meals including hand-washing, helping children with the correct use of cutlery, promoting good table manners and encouraging children to eat a variety of foods.
4. To administer personal care to the individual children within your care as required during the lunch period.
5. To be aware of the interaction between children in the playground with the ARB child/ren in your care and be alert to possible consequences.
6. To remain aware of the whereabouts of the children in your care at all times ensuring they remain within the school premises.
7. To administer minor first aid (as trained) and assist with sick children where necessary. To comply with the School's First Aid policies and procedures.
8. To report back to the appropriate Teacher and/or SEN Co-ordinator any issues relating to children's progress, achievements, behaviour or problems which may become apparent.
9. To undertake all duties and responsibilities with due regard to the School's Security Policy and, in particular, remain aware of strangers entering the school grounds.
10. To be aware of the School's child protection policy/procedures. To report any concerns noted during the course of duty in accordance with such procedures.
11. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. An Daras MAT (Equal Opportunities Policy/Code of Conduct) and national legislation (Health and Safety, Data Protection).

12. To maintain confidentiality of information acquired in the course of undertaking duties for the School.
13. To be responsible for your own continuing self-development, undertaking training as appropriate.
14. To undertake other duties appropriate to the grading of the post as required.

Date Prepared: January 2018

Prepared by: An Daras MAT

## An Daras MAT

### PERSON SPECIFICATION

**Job Title:** ARB Lunchtime Supervisor

**Department:** School-based

**Person Specification prepared by:** An Daras MAT

**Date prepared:** January 2018

Attributes	Essential	Desirable	How Identified
<b>Relevant Experience</b>	Previous experience of working with children with behavioural difficulties/special educational needs.	Previous experience of working with children with behavioural difficulties/special educational needs in a school environment.	Application form/ Interview
<b>Education and Training</b>	Attainment of level 1 standard of education, or be able to demonstrate an equivalent level of knowledge through practical relevant experience.	Basic first aid certificate.  Certificate in Support Learning.	Application form
<b>Special Knowledge and Skills</b>	Good communication skills.  Ability to prioritise between different demands.		Interview
<b>Any additional factors</b>	Self-motivated & enthusiastic.  Patient and friendly approach.  Willingness to work with children.  Acceptance of different attitudes.  Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.		Interview