Education

Lunchtime & School Meals Supervisor – St Giles Special School

Role Profile and Person Specification

September 2013
CROYDON COUNCIL

Role Profile

Job Title: Lunchtime & School Meals Supervisor – Special School

Department: Education

Division: Academic Establishments

Grade Range: Grade 3, SCP 11-13

Hours: 7.5

Location: St Giles School

Reports to: Deputy Head Teacher

Responsible for: Ensure there is a secure and welcoming facility to support, motivate and supervise pupils in eating their meal and play activities. Responsible for the health, safety, conduct and well-being of all pupils, and in particular those in the class allocated under the duty rota. Also ensure the smooth running of the meal arrangements by anticipating and dealing with problems and promoting constructive play ideas with pupils. To assist with swimming duties, pupil care and support in the classroom where required.

Role Purpose and Role Dimensions:

Commitment to Diversity: As a member of the school team to take individual and collective professional responsibility for championing the council's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

Key Internal Contacts:
- Senior Teaching Assistant
- Class teachers
- Head of Department
- Deputy Head
- Head Teacher

Key Areas for Decision Making:
- When to escalate concerns regarding pupils ability to feed themselves or with their feeding regime to Senior lunchtime supervisor
Key Accountabilities and Result Areas:

Support for Pupils

Key Elements:

This will involve:

At mealtime:

- Ensure that the meal arrangements comply with all school policies and provide a safe environment for pupils, including those with special needs.
- Support pupils in meal arrangements.
- Teach games to the pupils.
- Ensure that the pupils dry their hands.
- Ensure that the pupils move through school quietly and behave in an orderly way in the dining hall.
- Ensure that pupils who have special dietary needs or whose parents have requested a packed lunch, receive the correct meal. Pour water for the pupils.
- Ensure that pupils eat their meal in a socially acceptable way – talking quietly to pupils either side of them.
- Encourage pupils to be independent in clearing away after a meal. Teach the pupils to keep the floor clean.
- Promote a learning environment within the ethos of the school.
- Establish constructive relationships with pupils and interact with them according to individual needs. Promote the inclusion and acceptance of all pupils.

In Playtime:

- Ensure pupils are dressed appropriately for the weather (checking coats are fastened).
- Ensure that pupils are not in the building when they should be outside.
- Teach games and implement good behaviour in the playground (follow the appropriate policy).
- Be aware of any pupils with special needs who may need extra awareness in the playground or at lunch.
- Ensure that everyone (adults and pupils) is treated with respect and that equality of opportunity is given to all (see Equal Opportunity Policy).

Wet Playtimes:

(As well as above)

- Supervise a class while they play classroom games, draw or finish school work.
- Read a story or play games.
- Ensure equipment is returned to its correct place in an orderly way and in good condition before the start of the afternoon teaching session.
Communication with others

- Attend weekly staff briefing
- To recognise and report on child protection issues according to school policy.
- Be aware of school information and events by looking at the notice board and whiteboard in the Staff room
- Ensure that school systems are used to record incidents.
- Use stickers to reward positive behaviour involving pupils and report incidents and praise to the class teacher
- Communicate any general concerns to the class teacher at the end of the lunchtime.

Support for the School

This will involve:

- Prepare, maintain and use resources required to meet requirements and assist pupils in their use.
- Ensure the pupils are always supervised, arrive punctually to their classroom, and the area is tidied up each day. Ensure the playground equipment is used and stored properly. Be punctual and reliable.
- Provide detailed and regular feedback to teachers on pupils’ achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Appreciate and support the role of other professionals. Attend and participate in relevant meetings as required. Participate in training and other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to the Council's Equal Opportunities policies and to the standards of customer care.
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
- Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.
**Special Needs responsibilities**

**Support for pupils**
- Assisting pupils with transferring to wheelchairs, walkers etc.
- Undertaking training in moving and handling of pupils
- Using hoists to transfer pupils where necessary, following health and safety guidelines
- Assisting pupils with dressing and undressing where necessary throughout the day e.g. break times and in preparation for swimming sessions, and with personal hygiene.
- Feeding pupils unable to feed themselves at lunchtimes, ensuring that eating and drinking guidelines are strictly adhered to. Liaise with Speech and Language therapists to discuss pupils with eating difficulties.
- Assisting individual pupils with their mobility and independence training, including the use of their equipment, with advice from Occupational therapist, physiotherapist and information passed on from other staff.
- Toileting continent pupils as required, and on occasions assisting with toileting of incontinent pupils (incontinence can be defined as the involuntary discharge of urine and faeces). Liaise with Head Teacher/ Care Team upon noticing changes in a pupil’s continence.
- Understanding the physical and medical needs of pupils and supporting with orthotics as required, such as hand, leg and foot splints.
- Laying up eating areas with special implements for individual pupils.
- Taking out and putting away play trolley and equipment at break times.
- Monitor vulnerable pupils ( inc, tracheotomies, brittle bones etc).
- Support individual pupils using communication aids and devices, and interpreting for pupils with speech difficulties.

**Support for the school**
- Attending weekly whole staff briefing.
- Communicating with parents via home/school communication books where necessary.
- An awareness of pupil’s medical conditions and the effect that these can have on their learning and behaviour.
- Understanding strategies for communicating with pupils with a range of needs, signing with individual pupils as required.
- Following whole school systems for makaton signing and other initiatives.
Key Accountabilities and Result Areas:

Key Elements:

Green Statement

This will involve:

- Seek opportunities for contributing to sustainable development of the borough, in accordance with the council’s Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

Data Protection

This will involve:

- To be aware of the council’s responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
- To maintain client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

Confidentiality

This will involve:

- You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees’ access to and use of the council’s databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Equalities

This will involve:

- The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Customer Care

This will involve:

- Able to demonstrate a commitment to the council’s Customer Care Policy.
Health and Safety

This will involve:

- Deal with minor accidents in the playground or hall – medical assistance can be sought from the designated First Aider.
- Supervise pupils during Fire Drill (real or practice) or any emergency situation.
- Follow the appropriate procedure when a pupil is sick as well as cleaning it up. Ensure the Administration Officer in the office is informed.
- Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should cooperate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

To contribute as an effective and collaborative member of the School Team

This will involve:

- To participate in training to be able to demonstrate competence.
- To participate in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the school plans.
- Championing the professional integrity of the school service
- Actively sharing feedback on school’s policies and interventions
Person Specification

Job Title:
Lunchtime & School Meals Supervisor – Special Schools

Essential knowledge:
- Understanding of relevant polices/codes of practice and awareness of relevant legislation.
- Commitment to and understanding of Equal Opportunities.
- Basic understanding of child development and learning.

Essential skills and abilities:
- Good numeracy / literacy skills and communication skills.
- Confidence in dealing with young people, maintaining discipline and motivation.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to relate well to pupils and adults.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.

Essential experience:
- Working with or caring for pupils of relevant age.

Special conditions:
- An above average of emotional stress can be incurred due to exposure to pupils with traumatic, degenerative, terminal conditions
- Due to close contact with pupils, high exposure to bodily fluids.
- Will require Hepatitis B vaccination
- Exposure to higher than normal temperatures during pupil swimming sessions