



<b>Post:</b>	SEN Teaching Assistant
<b>Grade:</b>	Sc1D Spinal point 3
<b>Working hours:</b>	<ul style="list-style-type: none"> <li>- Weekly hours: 12 hours 30 minutes</li> <li>- Monday, Tuesday, Wednesday, Thursday and Friday 11.30 – 14.00</li> <li>-Term time only</li> </ul>

### **Job Description – Meal Time Supervisor**

#### **Purpose of Job**

Responsible, under the guidance of the Class Teacher or Head of School to work as part of a team to assist pupils with moderate/severe learning difficulties and complex needs. Support playground activities and supervise lunchtime.

#### **Main Responsibilities**

- Engage pupils in playground activities
- Support personal care following programmes from teachers/therapists
- Supervise lunchtime activities

#### **Vision, Values and Contributions to the School**

- Demonstrate school values and ethos
- Work collaboratively to support learning environment
- Supervise pupils in all activities
- Support pupil development based on individual needs

#### **Welfare and Safeguarding**

- Report injuries and concerns
- Support hygiene, eating and general welfare.

#### **Health and Safety**

- Maintain clean and safe environment
- Follow health and safety standards

#### **Behaviour and Emotional Regulation**

- Support children with complex needs and behaviours
- Follow behaviour management plans

**Independence and Self-Care**

- Support independence, self-esteem and dignity
- Assist with eating, transitions and personal care

**Communication Support**

- Support pupils using appropriate communication methods
- Help pupils understand instructions

**Personal Specification – Meal Time Supervisor**

	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Have experience with or demonstrate clearly a genuine interest in working with children who have a range of learning difficulties and complex needs, together with ASD</li> </ul>	Working within a school or special school
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Willingness to undertake further training where necessary, including meeting medical needs</li> <li>• Have the ability to communicate well with both children and adults</li> <li>• Be able to work in cooperation with others</li> <li>• Be willing to accept direction and work as part of a team</li> <li>• Must display an interest in working with children in an urban multi-cultural environment and show awareness of the Authority’s equal opportunities policy</li> <li>• Be enthusiastic, patient, flexible and calm with a cheerful disposition and positive attitude</li> </ul>	

