

LINDEN LODGE SCHOOL JOB DESCRIPTION



STATUS

Job Title: Midday Supervisory Assistant
Accountable to: Co-Headteachers
Grade: Scale 1C point 2 - Term Time Only (39 Weeks)

CONTEXT

Under the direction of the Lunchtime Coordinator and in accordance with the procedures of the school, you will be required to work as part of a team of Lunchtime Supervisors.

ROLE

Main duties and responsibilities

- Support pupils to eat their lunch either within the Harris Centre, Nursery/Foundation classes or main school dining room.
- Carry out Feeding Programmes where required. To be aware of the dietary needs of the group of pupils being supervised.
- Support the School and Local Authority's policies regarding healthy eating, ethnic meals, equal opportunities etc.
- Support individual pupils in going out to play and supervise within the playground.
- Provide a range of activities and stimulating play for pupils after lunch
- To be fully aware of and follow the schools Safeguarding and Child Protection procedures.
- Assisting with the toileting of pupils when required, including the changing of nappies/pads and following toilet training programmes.
- Ensuring the classroom/dining area is left clean and tidy after lunch.
- Undertake necessary training to meet the needs of individual pupils e.g. medication, gastro tube feeding.

<i>Safeguarding</i>	<p>Be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation</p> <p>Be fully aware of the principles of safeguarding as they apply to vulnerable adults to the workers role</p> <p>Ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection</p>
<i>Leadership</i>	To work under overall supervision of the class teacher, deputy head and headteacher
<i>CPD</i>	Commitment to own personal development and to undertake mandatory training as required
<i>Service and Self Review</i>	<p>Participate in the School's Self Review of performance</p> <p>Review methods of effective teaching and learning</p>
<i>Behaviour / Risk Management</i>	Work with other colleagues to ensure safety of both workers and users at all times
<i>Supporting other colleagues</i>	Take instruction and support class teacher in the class
REVIEW	This job description does NOT define all the duties and responsibilities commensurate with the post. As such, it will be reviewed at the end of the academic year or earlier if necessary and may be amended at any time after consultation with you.