**Paddock School**
To Nurture, Inspire and Transform Lives

| Post: | Meal Time Supervisor |
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| Grade: | 1c Spinal point 2 |
| Working hours: | - Weekly hours: 12 hours 30 minutes<br><br>- Monday to Friday, 11:30 am to 2:00 pm<br><br>- Term time only |

## 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 individual pupils or small groups of pupils with their learning who have moderate and/or severe learning difficulties and/or complex needs. To support pupils in suitable playground activities and supervise lunchtime.

### Main responsibility
The main responsibility is to oversee and actively engage pupils in suitable playground activities, provide support for personal care based on programs devised by teachers and therapists, encourage and supervise pupils in attending to their personal needs and appearance, and supervise lunchtime activities according to programs set by teachers and therapists.

### Vision, Values and Contributions to the school
- To commit to demonstrating the values and ethos of Paddock School;
- To work as a member of a team, to support the teachers in providing a happy and purposeful learning environment;
- To actively supervise the pupils in all activities;
- To assist the pupils in all aspects of their development, recognising their individual needs.

### Welfare and Safeguarding
- To inform an appropriate member of the team if a pupil is injured or receives a head injury;
- To report any incidents that give cause for concern;
- To assist pupils with their personal hygiene, eating and general welfare requirements.

### Health and Safety
- To maintain a clean and safe environment, wiping spillages and surfaces as appropriate;
- To ensure a high standard of health and safety is maintained at all times.

### Behaviour and Emotional Regulation
- To work giving individual support to particular child or children with complex needs and challenging behaviours;
- To follow the school golden rules and individual behaviour management plans.

### Independence and Self Care
- Contributing to the growth of their self-esteem, self-control and independence;
- To support pupils to eat as wide a range of foods as possible;
- To supervise pupils in their transitions following programmes set up by teachers and therapists to allow pupils to be as independent as possible;
- To allow pupils to maintain their dignity and be as independent as possible;
- Care of clothing and other belongings and health.

**Communication Support**

- To provide physical and communication support using modes of communication appropriate to the individual needs of the pupils;
- Support pupils to understand instructions.

**Curriculum, Teaching, Learning and Assessment**

- To supervise and proactively engage pupils in appropriate activities in the playground;
- To support pupils with personal care using programmes devised by teachers and therapists;
- To encourage and supervise the pupils in attending to their personal needs and care appearance;
- To supervise pupils eating their lunch and follow programmes set by teachers and therapists.

**Personal Specification –  Meal Time Supervisor**

| | Essential | Desirable |
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| Experience | - 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 | Experience of working in a special educational needs school |
| Knowledge and Skills | - Willingness to undertake further training where necessary, including meeting medical needs<br><br>- Have the ability to communicate well with both children and adults<br><br>- Be able to work in cooperation with others<br><br>- Be willing to accept direction and work as a member of team of staff<br><br>- Must display an interest in working with children in an urban multi-cultural environment and show awareness of the Authority's equal opportunities policy<br><br>- Be enthusiastic, patient, flexible and calm with a cheerful disposition and positive attitude | |

2024