



Job title:	Midday Support Assistant
Salary:	Scale 2
Line manager:	Senior Teaching Assistant, Class Teacher, Lead Practitioner
Supervisory responsibility:	None
Hours:	2 hours per day 11.30am – 1.30pm (10 hours per week; Term Time only)

INTRODUCTION

The information given on this job description is intended to provide an understanding and appreciation of the workload of this particular job and its purpose within the organisation.

PRIME OBJECTIVES OF THE POST

- To set up lunchtime areas, supervise and support pupils with feeding and clean down areas after use.
- To supervise pupils both within the school building and in the playground in a manner acceptable to the Headteacher, in accordance with the lunchtime rota.
- To work as team supporting the midday routines. This can include setting up/clearing lunchtimes areas as well as supervising and supporting pupils with feeding.
- To supervise pupils both within the school building and in the playground in a manner acceptable to the Headteacher, in accordance with the lunchtime rota.
- To assist the pupils with personal care needs which may include social, health, hygiene and welfare matters, (including transfers between equipment, toileting, feeding) and to carry out moving and handling transfers to support pupils access to the classroom and curriculum.
- To use behaviour management strategies including PRICE in line with the school's policy and procedures which contribute to a purposeful learning environment for pupils appropriate to their age and special needs.
- To promote the inclusion of all pupils, ensuring they have equal opportunities to learn, develop and play.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.
- To maintain a high level of professionalism at all times in line with the Staff Code of Conduct.



RESPONSIBLE TO

The post holder is directly responsible to Senior Teaching Assistant, Class Teacher, Lead Practitioner.

MAIN DUTIES AND RESPONSIBILITIES

Support for pupils

- Supervision of pupils immediately before, during and after the midday meal. This includes pupils who have a school meal as well as those who bring their own food.
- Support pupils with a range of special educational needs with feeding and drinking. This may include assisted feeding, 1:1 support, use of specialised cutlery and crockery, visual and verbal modelling and support, cutting up food and supporting with spillages.
- To support working relationships with the pupils, acting as role models and setting high expectations.
- Clean the dining premises, furniture and equipment as required ensuring standards of hygiene are maintained, e.g. walls, tables and floors etc.
- Supervision of hand washing and personal hygiene as required
- Follow direction from the kitchen staff to support with the distribution and disposal of foods and maintain health and hygiene standards.
- To assist the pupils with personal care needs which may include social, health, hygiene and welfare matters following Calderdale Moving and Handling procedures.
- To encourage pupils to interact with others and engage in activities led by the teacher which may include participating in physical activities with the pupils including support at swimming.
- To have knowledge of complex special needs and are able to use appropriate programmes such as Sign language and PRICE.
- To recognise that pupils may have communication difficulties and to be able to use alternative communication techniques if required (AAC, intensive interaction, intervener, symbols, signing) after receiving appropriate training.
- Ensure that you are a strong, positive role model for pupils and other staff and that you maintain professional working relationships and communication with colleagues.
- As required, to prepare the classroom/outside areas for lessons, ensuring that resources and equipment are available and cleared away at the end of the lessons as appropriate and when required.



- Promote positive values, attitudes and good pupil behaviour, follow the school's behaviour management policies and adopt strategies outlined in behaviour plans when required.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- To listen and communicate effectively with staff and children. There will also be a requirement to complete accident and incident forms during the course of duty.
- The post holder must be self-motivated for the benefit of the team as a whole and be able to proactively seek and follow guidance from colleagues who are experienced with working with the pupils in school. The post holder will need to prioritise their workload ensuring the safety of the pupils always remain paramount.
- Working with different groups of pupils across the school based on the needs of the school at the time and adapt to the needs of the class at that time.
- Supervise the children outdoors in all weathers.
- To undertake any other duties of a similar level and responsibility as may be required.

Support for the school

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, SEN/inclusion and data protection, reporting all concerns to the appropriate named person.
- To work in an environment where there is a varied intensity of demands from the pupils and where physical intervention may be needed to ensure the safety of the child and/or others.
- To attend relevant meetings and participate in training opportunities and professional development as required.
- To provide support for pupils' emotional and social needs by encouraging and modelling positive behaviour in line with school policy.
- To assist with the supervision of pupils out of lesson time but during the school day within contracted hours as necessary for their safety (playtimes, trips, inclusion, swimming).
- To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled and have emotional and behavioural difficulties.
- To be able to follow the programme of medication for individual pupils as required following training from the school nurse and under the direction of the teacher.
- To adhere to school health and safety policy including risk assessment and safety systems.



- To adhere to school policy on equality and diversity.
- To interact with and respond positively and professionally to pupils and adults including colleagues, other professionals and parents/carers.
- To work effectively as a team member being aware of and providing support to colleagues when needed.
- To respect the confidentiality of all pupils and the school community by using the school protocols for sharing information.

Bi-lingual support (If applicable to role)

- Work under the guidance of the Senior Leadership Team and class teachers to support bi-lingual pupils in the classroom.
- Under the direction and support of the Senior Leadership team and class teacher support assessments for bi-lingual pupil's particularly new arrivals writing clear and accurate notes.
- To communicate as appropriate with staff and parents/carers regarding the learning needs of bi-lingual pupils.
- To provide support to bi-lingual pupils learning in the most effective way both in English and their home language where appropriate.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The successful candidate will be subject to an Enhanced Disclosure & Barring Service background check.

School Vision

At Highbury we work towards a very simple but important aim that during their time at school every child will shine. We want every child who attends our school to have the skills and confidence they need to have a valued voice, to keep themselves safe from harm, to make positive choices and to understand their worth and the contribution they can make to the world.

We want all of our children to feel part of a proud community of pupils, staff and parents who advocate for one another and break down barriers and misconceptions.

We do not limit our influence to the Highbury community and we aim to share our expertise and experiences with other practitioners and partners across Calderdale in order to ensure that the Highbury vision becomes a shared one.



Review

This Job Description will be subject to review and may be amended at any time after consultation with the post holder.



Highbury School Person Specification

Post Title: Midday Supervisor

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
KNOWLEDGE & SKILLS (INCLUDING ANY RELEVANT OR REQUIRED QUALIFICATIONS)	Good standard of education required for reading instructions etc. Ability to work as part of a team and to use own initiative when appropriate. Ability to build positive relationships with the children and staff Empathetic to the needs of children and young people	Knowledge of Health & Safety procedures First Aid Qualification	Application Form Interview References Certificates
PERSONAL DEVELOPMENT AND ADDITIONAL LEARNING	To attend training and meetings outside of term time if required.	Level 2 Award in Food Safety in catering or equivalent.	Application Form Interview Certificates
EXPERIENCE	Experience of working with children	Experience of working in a school Experience of working with children with special educational needs and disabilities	Application Form Interview
INITIATIVE	Able to apply a common-sense approach to aid the provision of a first class service to the customers.		Application Form Interview
CIRCUMSTANCES	To be able to work outside in all weathers	To be able to provide additional cover hours if required	Application Form Interview