


Job Description			
Title MIDDAY SUPERVISOR- SEN Grade 1 scp 4 - 8	School: Carlton Digby School	Post Ref Add Ref Profile Middyay 2	
Job Purpose To assist in the care & supervision of children with SEN both in the dining area and in play areas to ensure the health, safety and welfare of pupils during the breakfast & after school club & school lunch breaks			
Key Responsibilities			
<ol style="list-style-type: none"> 1. Supervise pupils in the dining hall 2. Control queues to dining areas 3. Where required, mark register, issue and collect tokens 4. Ensure that the overall arrangement for children to dine promotes an orderly and pleasant meals service. 5. Ensure that any spillage is removed quickly; trays are not left in dangerous positions, and are wiped where necessary. 6. Supervise return of used trays, crockery and cutlery by the children. 7. Ensure that tables are left clean for the next occupant. 8. Ensure dining areas are left clean and tidy 9. Assist as required to relieve any 'bottle neck' at the cash till 10. Arrange supervision to allow movement amongst the children within the area covered. 11. Ensure acceptable standards of behaviour are maintained 12. Minimise the likelihood of children hurting themselves, others or damaging property 13. Supervising pupils in classrooms during bad weather. 14. Ensure that children with SEN are included in play activities 15. Assist with children's personal hygiene and toileting (where appropriate) 16. Assist with children's feeding and drinking (where appropriate) 17. Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions 			

Person Specification	
<p>Education and Knowledge</p> <p>Good literacy and numeracy skills gained from general education or equivalent experience necessary to undertake the full range of supervisory duties e.g., supervision & support of pupils in the dining & play area, provision of care to pupils requiring feeding, toileting and changing clothing, cleaning up food spillages, awareness of children with special educational needs (dietary, emotional, physical), awareness of pupils on special or restricted diets for medical reasons, use of specialist equipment, awareness of moving and handling pupils.</p>	<p>Personal skills and general competencies</p>
<p>Experience</p>	

To be completed only if any
amendments are made to the
standard Job Description

Please refer to the guidelines

Additional Responsibilities to be included in the Job Description

This section is a description of the main responsibilities that are to be added to the Job Description, it is not a task list – the % time spent does not have to exact - it is to help the analyst understand how much time is spent on specific tasks for example the amount of time spent on typing/ inputting data may affect the Physical Demands factor.

Additional Responsibilities	% Time spent

Factor Information

The factor definitions are outlined below and are specific for the job description and reflect the appropriate level from the NJE scheme that are commensurate with the level of responsibility and competences required for the role as described in the Job Description. If you have amended the standard information you should insert any additional information that you believe would impact on a factor.

Some factors have options (a) or (b) you should indicate which option best describes the job by placing a tick in the relevant box.

Factor	Factor Definition and Relevant Job Information
1 Knowledge	Good literacy and numeracy skills gained from general education or equivalent experience necessary to undertake the full range of supervisory duties e.g., supervision & support of pupils in the dining & play area, provision of care to pupils requiring feeding, toileting and changing clothing, cleaning up food spillages, awareness of children with special educational needs (dietary, emotional, physical), awareness of pupils on special or restricted diets for medical reasons, use of specialist equipment, awareness of moving and handling pupils.

2	Mental Skills	Interpreting straightforward instructions and resolving straightforward issues or problems that may occur as part of routine duties e.g. dealing with an upset child, dealing with unruly behaviour, cleaning bodily fluids and food spillages using correct cloth. Ensuring pupils are given the correct food according to their dietary needs.
3	Interpersonal/ Communication Skills	Communicating with a wide range of staff and pupils to provide care, advice, guidance or instruction possibly on a range of options to inform choice e.g. providing practical support and guidance to meet individuals needs of pupils in eating, drinking, toileting, health & behaviour, actively engage with pupils and encourage positive participation, provide support to an individual pupil or to small groups.
4	Physical Skills	Use of hand/eye co-ordination to clean surfaces, use play equipment, use of specialist equipment e.g., hoists and other moving & handling equipment.
5	Initiative & Independence	Some initiative is required to deal with identifiable/routine issues e.g. dealing with sickness, toileting problems and providing basic first aid to pupils, identifying non-routine pupil behaviour & reporting as appropriate. Supervisory support is available when areas of difficulty are faced.
6	Physical Demands	Walking, bending, stretching, lifting, moving and handling furniture and equipment form a regular part of the job. E.g. Helping to clear tables and wipe spillage, stacking & moving table & chairs, clearing away plates and cutlery, walking & standing to supervise queues/dining arrangements and outside areas, pushing wheelchairs & lifting pupils out of wheelchairs, pushing specialist tricycles.
7	Mental Demands	Duties require typically medium periods of concentration (1-2 hours) some work-related pressure from interruptions to planned work e.g. sensory awareness of challenging behaviour/actions of pupils, writing incident reports, completing the accident book when necessary.
8	Emotional Demands	Working on an ongoing basis with children, some of whom have short or longer term emotional, behavioural, additional or special health needs. Duties are likely to require the job holder to deal with individuals whose circumstances may leave them feeling upset, aggrieved, or angry (people related behaviour, including any form of verbal abuse and aggression from people is covered under the Working Conditions factor).
9	Responsibility for People	Provision of security, safety and well being of pupils in the school
10	Responsibility for Supervision	Job holder has no direct responsibility for the supervision of other employees. Occasional demonstration of own duties or similar assistance to new staff may be given as necessary.

11	Responsibility for Financial Resources	Job holder has no direct responsibility for financial resources. The handling of small amounts of cash/cheques or equivalent may be necessary or the receipt of the same to pass to others to action e.g., handling dinner tokens.
12	Responsibility for Physical Resources	Job holder has no direct responsibility for physical resources. The cleaning of surfaces and spillages in the dining areas may be necessary and completion of incident reports and behaviour management reports, ensuring safety of play & moving equipment.
13	Working Conditions	The post will involve some exposure to disagreeable conditions e.g. toileting & changing pupils, bodily fluids (vomit, blood), clearing up food spillage, working in varying weather conditions and may require the job holder to deal with angry, upset, aggressive or abusive pupils and which exposes the job holder to some unpleasantness and discomfort.

Factor		Additional Information
1	Knowledge	
2	Mental Skills	
3	Interpersonal/ Communication Skills	
4	Physical Skills	
5	Initiative & Independence	
6	Physical Demands	
7	Mental Demands	

8	Emotional Demands	
9	Responsibility for People	
10	Responsibility for Supervision	
11	Responsibility for Financial Resources	
12	Responsibility for Physical Resources	
13	Working Conditions	

Date