Head of School: Kim Cerri | Address: Renwick Road, Barking, IG11 0FU | Web: www.riversidecampus.com
Email: bridge@riverside.bardaglea.org.uk | Tel: 0203 946 5888

POST HELD:	Midday Supervisor
SALARY SCALE:	1b
REPORT TO:	Assistant Headteacher
RESPONSIBLE FOR:	n/a

Main purposes of the job

- To support pupils during their lunchtime activities.
- To assist children, when required, to eat or support them in preparing their own food ready for eating i.e. cutting up large items.
- To work under the guidance of the class team in the implementation of feeding plans to promote effective social time for pupils who have complex needs and multi barriers to learning.
- To provide general support to the class team in the management and organisation of the pupils and the dining hall and playground ensuring appropriate support for each pupil dependant on their individual planned needs.
- To use behaviour management strategies in line with the schools policy and procedures, which contribute to a purposeful learning environment for pupils appropriate to their age and special needs.
- To assist the class team in creating and maintaining a purposeful, orderly and supportive learning environment for all pupils particularly helping to overcome barriers to learning, including physical, emotional and behavioural difficulties.
- To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

Main responsibilities and tasks

Support for pupils

- To support working relationship with the pupils, acting as role model and setting high expectations.
- To engage pupils in discussion and play during social times.
- To assist the pupils with personal care needs which may include social, health, hygiene and welfare matters. This could include the changing of incontinence pads/soiled clothing or sanitary wear.
- To support pupils through the delivery of specific learning programmes designed by other professionals i.e. occupational health, speech therapists and physiotherapists.
- To encourage pupils to interact, ensuring all pupils are engaged in appropriate activities based on their age and special needs.
- To have a knowledge of complex special needs and being able to use appropriate programmes such as Makaton, PECs and Team Teach.
- To recognise that pupils may have communication difficulties and to be able to use alternative communication techniques if required
- To gain an in-depth knowledge of the children assigned eating habits and play abilities.

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- To support the children in collecting their lunch with the intention of children become independent in their skills.
- To encourage independence from pupils.

Support for the class team

- To demonstrate an informed and efficient approach to feeding and social time by adopting relevant strategies to support the work of the class team
- To observe, monitor and feedback pupil responses to feed and play activities to the class team.
- To be able to adopt a flexible approach to meet the varied needs of the pupils and participate in any physical activities as appropriate.

Support for the school

- To prepare the dining hall ready for lunch sittings
- To clear the dining hall after lunch sittings
- To 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 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 general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled and have emotional and behavioural difficulties.
- To implement, as appropriate, visual/speech/physio programmes as determined by therapists and directed by class teams.
- To be aware of the programme of medication for individual pupils as required and ensure the appropriate support is sought
- To carry out the duties of first aiders when applicable.
- To follow Health and Safety regulations and guidelines including risk assessment and safety systems.
- To promptly report any problems in maintaining standards of health and hygiene to Assistant Head Teachers.
- To assist in the physical management of individual pupils including the fitting of leg/arm gaiters, body braces and orthotics.
- To adhere to school policy on equality and diversity.
- To ensure pupils transitioning is effectively carried out during break and lunch time.
- To perform daily playground/lunch duties at lunchtime.
- To maintain confidentiality according to organisational and legal requirements.