



Grade: 1C Point 3

Main purposes of the job

- Support pupils and students in all aspects of both independent personal care and support personal care to ensure the dignity and self-esteem of pupils is respected at all times
 - Working in a team to ensure the health and safety of children at lunchtimes under the direction of the appropriate person as identified by the school.
 - To be responsible for promoting and safeguarding the welfare of children and young people within the school who will have varying complex special needs.
 - Be responsible for making the experience of lunchtime a positive experience for all.
-

Main duties and responsibilities

1. To assist/help pupils that have personal care needs this could include changing incontinence pads and soiled clothing and must include agreed local manual handling procedures.
2. To supervise the children at all times during lunchtime on the school premises taking into account individual special education needs.
3. Ensure that the children are behaving appropriately in line with the schools behaviour policy at all times including the dining room, playground and during wet lunch times.
4. To follow guidance of class staff to promote appropriate behaviour particularly when working with pupils' with more challenging behaviours.
5. To engage with the children and ensure that they are active in purposeful and co-operative behaviour throughout the lunchtime period ensuring that play activities are appropriate to their age and disability.
6. Participating in physical activities with a pupil/s if appropriate.
7. To recognise that some pupils have communication difficulties and to use alternative communication techniques if required.
8. To act sensitively to pupils' differing needs at all times.
9. To assist and enable children with complex feeding needs during meal times, making it a pleasant and relaxed experience.
10. To follow guidance from professionals on any special individual feeding plans during mealtimes.
11. In the event of any spillage inform the appropriate person and take necessary action immediately to avoid possible accidents.

12. In the event of any injuries deal immediately with the situation referring to the appropriate person and following the school's policy and procedure.
13. To follow the school's guidance on health and safety, manual handling, outdoor play and personal care needs.
14. To follow the school's policy and procedures on child protection.
15. To challenge and report any stranger on site.
16. Keep the appropriate person informed of any information that may relate to a child's wellbeing and health and safety.
17. Ensure that you are a strong, positive role model for the children and other staff.
18. To undertake broadly similar duties commensurate with the level of the post.
19. To adhere to all the school's policies.
20. Actively participate in any appropriate training when required.

Signatures – line manager and job holder

Signature of Manager:

Date:

..... /

Signature of post holder:

Date:

..... /

PERSON SPECIFICATION

EXPERIENCE

- Experience of providing high standards of care provision
- Experience of meeting the needs of children with special needs
- Experience of working professionally with children and staff

KNOWLEDGE

- Sound understanding of providing care
- Understanding of safeguarding adults at risk

SKILLS AND ABILITIES

- Works to high standards
- Communicates effectively, both verbally and non verbally
- Compassionate, patient and empathetic
- Flexible and approachable with a positive attitude, even under pressure
- Self motivated
- Deals with emergencies and difficult situations
- Works on own initiative
- Team player