

CHERRY GARDEN SCHOOL - JOB DESCRIPTION

Post: Midday Meals Supervisor
HAY Grade: 3
Spine Point: 2

JOB SUMMARY

To supervise, engage with and support pupils during the lunchtime period.

Duties

- To promote good practice in the maintenance of hygienic conditions.
- To take responsibility for the preparation of dining table area and ensure food and utensils are cleared away.
- To be responsible for cleaning surfaces including sweeping floor as required.
- To liaise with teachers, therapists and support staff in order to implement individual programmes for feeding and self-help skills.
- To carry out alternative methods of feeding (tube feeding) as and when necessary under the direction of the teacher and therapists.
- To support pupils in personal hygiene, ie, toileting (including changing pupils), washing and teeth brushing.
- To use physiotherapy aids, ie, braces etc.
- To follow individual mobility programmes indoors and outdoors.
- To ensure that health and safety practices and procedures are maintained during the mid-day period.
- To assist in the management of all pupils including those with challenging behaviour in liaison with the class teacher.
- To actively interact with pupils and engage them in purposeful play activities.
- To assist staff in planning suitable indoor and outdoor play activities.
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Southwark Safeguarding Children's Board and the school's safeguarding policy.
- To use the hoist and mobility aids where appropriate.

Conditions of Service

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as appropriate

SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the interview stage. An enhanced DBS check will be obtained for the successful applicant and evidence of applicant's right to work in the UK checked.

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

The post holder may be required to work outside of normal school hours on occasion, with due notice.

Person Specification

- The ability to provide personal support to pupils in feeding programmes, hygiene, mobility and play.
- The ability to carry out behaviour management in a calm and positive way.
- The ability to make written records of pupils' progress in feeding, self-help and social skills as and when necessary.
- To be able to communicate and interact effectively with children at their level and play with them.
- To work positively within a staff team.
- To have an awareness of equal opportunities for all pupils.
- The ability to maintain hygienic conditions.
- To have experience of working with young children.
- The ability to support with health interventions such as tube feeding, catheter management.