

JOB TITLE: MIDDAY MEALS SUPERVISOR

Grade/Salary	£12.17 PER Hour.
Hours	1.5 hours per day Monday – Friday (term time only)
Responsible to	Senior Teaching Assistant

A. PURPOSE OF JOB

You will be working with pupils aged 11 - 19. Many of the children regardless of their age require a high degree of physical and personal care: lifting and nappy/pad changing.

You will be part of a team of Midday Meals Supervisors.

B. MAIN AREAS OF RESPONSIBILITY

- Implementing eating and drinking programmes as set by the Class Teachers and therapists
- Supervising more independent children and developing their eating and drinking skills
- Implementing toilet training programmes and changing dependent children
- Organising appropriate large and small group play activities both indoors and in the playground
- Working collaboratively with all school staff to manage mixed ability groups of children across the whole 1.5 hour lunchtime
- Undertake relevant training
- Undertake any other reasonable duties as directed

C. KEY ORGANISATIONAL OBJECTIVES

The post holder will contribute to the school's objectives in service delivery by:

- At all times operating within the school's Equal Opportunities framework
- Contributing to the maintenance of a safe, warm and secure environment for pupils, staff and visitors

D. CONDITIONS OF SERVICE

The National Agreement on Pay and Conditions of Service, supplemented by local conditions as appropriate.

E. SPECIAL CONDITIONS OF SERVICE

- F. It is not always possible to define completely the duties and responsibilities attached to posts and some variations may occur from time to time.

G. SELECTION CRITERIA

- Experience of working with children with special needs

Beatrice Tate School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

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- Ability to develop the independence skills of pupils
- Ability to take responsibility for the welfare of the pupils and work on own initiative
- Ability to relate to work collaboratively with teaching assistants, teachers and other professionals
- Ability to judge when advice/assistance is needed to meet pupils' needs and to react calmly and quickly in any emergency
- To be able to work in and actively support a multi-racial environment