

# Job Description

## Purpose of the post

To assist in providing meal-time and playtime supervision at the midday break in the dining and play areas designated within the school in line with policies and procedures.

## Main Duties and Responsibilities

- To feed or to assist with feeding pupils/students according to their individual needs.
- To assist in the supervision of indoor or outdoor playtime sessions.
- To be aware of, and to follow, behavioural programmes set in place for individual pupils/students.
- To be prepared to take on close supervision (1:1 or even 2:1 management) according to particular behaviour programmes or on the direction of the Senior Teacher or Teacher in charge of the duty session.
- To toilet/change pupils /students as required according to their individual toileting programmes and needs. Toileting/changing must take place immediately when pupils have either wet or soiled themselves. The teacher on duty must be notified.
- To lift or position pupils/students (as necessary with the help of the mechanical/manual aids provided and /or another member of staff) according to their individual needs, as described in behaviour/toileting programmes and/or school procedures.
- To protect pupils/students from danger by taking measures to ensure their safety which are appropriate to their playtime situation and their individual needs in consultation with the teacher on duty.
- To be able to use initiative to maintain the safety of all the pupils in your care. Staff should be aware of school procedures and behaviour programmes which affect the pupils/students in their care. This may entail asking for guidance but it is also the duty of the teacher in charge of a particular meal/play session to inform you of particular problems or difficulties.
- To be aware of Health & Safety policies and procedures and to act upon them to ensure the safety of both pupils/students and staff with whom they are working. All staff have a duty to report any health and safety hazards and risks which become apparent whilst they are on duty. Failure to do so may well result in injury or harm. In the first instance this must be to the teacher on duty and then to the Senior Teacher in charge of the site.
- To be aware of First Aid and Fire Safety procedures in operation in the school.
- To seek help from the teacher on duty and any other member of staff if in doubt about any situation.
- To give help to other members of staff if they request it.
- To undertake other duties as required by the Head of site.

# Person Specification

## Criteria which will be used in shortlisting and selecting candidates

- To have had a minimum of 6 months' experience of child care in any capacity.
- To have an ability to communicate patiently with children.
- To be able to work as part of a team.
- To have the physical capability to carry out the required duties.
- To understand the dangers that might exist in playground situations and be able to put into effect reasonable safety measures.
- The ability to deliver services within the School's Equal Opportunities framework.