

St Meryl School



Job Description: Midday Supervisory Assistant

DUTIES

Assisting in the self-care programmes for each pupil in the groups allocated including:

- Helping pupils with their eating and drinking skills. Supporting the use of specialised eating methods in accordance with advice from teachers and speech and language therapist.
- Playing with pupils by organising, leading and participating in games and leisure activities during the lunch period; both inside (in wet weather) or outside, whilst supervising pupils play.
- Working collaboratively as part as a team, communicating positively whilst being attentive and proactive to ensure all pupils and staff remain safe.
- Helping pupils develop their communication skills by talking to them and helping them to communicate with one another.
- Organising and setting up spaces ready for pupils to eat in. Making sure that dining tables and other equipment are hygienically cleaned before and after use.
- Supporting pupils to move between locations safely.
- Other small tasks to help with the smooth running of the school, as requested by the Leadership Team

HEALTH AND SAFETY

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

ADDITIONAL INFORMATION

- The jobholder is required to contribute to and support the overall aims and ethos of the school.
- All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

SUPERVISION

- The jobholder is managed by a member of the school's senior management team
- The frequency of meetings is determined by the school's performance management policies and practice.

KNOWLEDGE EXPERIENCE AND TRAINING (Desirable not essential)

- Experience of working with or caring for children of the relevant age
- Basic knowledge of first-aid.
- Ability to work in a team.

PHYSICAL EFFORT

- The job requires a level of physical activity including engaging in playground games play with pupils.
- The job requires someone who can act and respond quickly to ensure the safety of all children.

CONTACTS

- The jobholder works with teachers, teaching assistants and pupils.

DISCLOSURE AND BARRING SERVICE (DBS)

- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975; or for a prescribed purpose as defined in the Police Act 1997 (Criminal Records) Regulations 2002). An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the DBS is in the guidance notes to the application form. If you are invited to an interview you will receive more information.