



Samuel Pepys School JOB DESCRIPTION

(based on the Cambridgeshire County Council Model Job description)

Samuel Pepys School is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment

Post Title: Midday Supervisory Assistant
Grade: Scale 1-*Pay review pending*
Responsible to: Headteacher or Deputy Headteacher

Purpose of the Job:

- To ensure that the safety, well-being and personal care needs of the pupils are met over the dinnertime period, supporting pupils with eating their dinner and accessing play time
- To promote pupil's play and social interaction skills
- To promote 'healthy eating' by encouraging pupil choice, discussing healthy food choices, supporting pupils with individual dietary needs and food interests

Main Duties and Responsibilities:

1. To provide care and support to pupils, during dinner time in the dining hall, playground areas and school premises, ensuring the safety, physical and emotional well-being of pupils
2. To support the class team to help prepare pupils for dinner time transitions using agreed communication strategies
3. To establish and maintain supportive relationships with pupils to provide consistency and promote engagement
4. To engage pupils in appropriate play and leisure activities over the dinner time period
5. To promote healthy eating and support pupils with individual dietary needs
6. To provide support for personal care needs in line with their Personal Care Plan and the school's Intimate Care Policy.
7. To provide support for pupils with physical needs in line with the school's Moving and Handling policy
8. To support pupils social and emotional well-being, following behaviour support strategies, in line with schools behaviour support policy and training

Setting up dining hall

Put out tables and chairs ready for dinner

Prepare equipment needed for individual pupils for example beakers, adapted cutlery, non-slip mats

Helping pupils in the Dining Hall or Classroom

Support pupil's transitions for dinner time and attend to any individual needs

Before pupils enter the dining hall, ensure that pupils have visited the toilet and washed their hands, where appropriate.

Ensure pupils are ready for dinner with appropriate seating, cutlery

Promote pupil choice using appropriate communication aids including banana board menu, photos or symbols

Encourage all pupils to and to assist children with cutting up of food, pouring of water, opening packaging etc. where necessary and to tidy up after eating. Some pupils require support to eat their dinner.

Promote positive interactions between peers at the dining table and encourage social skills and good table manners, ensuring safety with cutlery

Clean up spillages of food and clearing of tables.

Playground

Ensure pupils are adequately dressed for the weather conditions

Engage pupils in appropriate play and leisure activities, modelling and facilitating playful interactions

Supervise pupils on the playground and ensure school safety guidelines are met for the use of equipment and resources such as outdoor play equipment e.g. bikes, scooters, trampoline and sensory garden use.

Indoor playtimes

Supervise pupils on the school premises in the hall, classrooms, toilets, through corridors, when they are not allowed outside because of inclement weather.

Ensure that, when classrooms are used during the midday break because of inclement weather that the children are appropriately occupied and that the classroom is left tidy, ready for afternoon school.

End of dinner time

Tidy up of hall, wipe and collapse tables and put away, stack chairs and put away

Sweep floor and ensure no spillages

Professional Development

Take part in training appropriate to the job of midday supervisor

Take part in any appraisal arrangements made by the school

Undertake any other duties consistent with the purpose of the job.