

THE MILESTONE SCHOOL

JOB DESCRIPTION

Post:	Pupil Supervisor
Grade:	D
Responsible to:	Senior Midday Supervisor
Hours:	1½ per day
Job Purpose:	To support classroom staff by assisting/supervising pupils during lunch time and/or at other times during the school day, and to help maintain the safety and welfare of pupils.

Notes:

Because of the range of needs of our pupils, Pupil Supervisors fulfil a variety of duties with different groups/individuals. The following describes the full extent of duties and responsibilities - individuals are expected to fulfil whichever duties are relevant to the group with which they're placed.

The Senior Midday Supervisor deploys staff across school to meet pupil need. Midday Supervisors are contracted to the school, not a particular class, and may be required to work in different groups or departments as necessary.

Starting/finishing times may be varied where necessary and with reasonable advance notice, at the discretion of the Senior Midday Supervisor.

Main Duties and Responsibilities:

1. To assist with setting tables/preparing the dining area.
2. To supervise the entry of pupils into the dining area and their behaviour in it.
3. Where appropriate, and in consultation with teachers, LSWs, physiotherapists, speech therapists and school nurses, to prepare pupils for lunchtime. This may involve toileting, aspects of dressing, assisting with mobility, and transfer from classroom to dining area.
4. To encourage the establishment of good eating habits and acceptable table behaviour, including where appropriate training for pupils in the proper use of cutlery, plates and trays.
5. To encourage pupils to observe an appropriately healthy diet, and to help ensure that specific dietary requirements for individual children are followed.

6. Where appropriate, to ensure that pupils are safe, comfortable and properly positioned/seated throughout the meal. Particular regard should be given to the individual's dignity, well-being and enjoyment of the meal, and to his/her hygiene needs.
7. To supervise pupils returning trays, cutlery, etc to clearing points.
8. To clean up any spillages in the dining area in conjunction with the School Catering staff, and to ensure that a safe environment is maintained in this respect at all times.
9. Where appropriate, to attend to any child's toileting needs which may occur during the meal or the subsequent break time.
10. To support other staff where appropriate/requested by undertaking tasks appropriate to the post, to help ensure the smooth-running of the lunch period.
11. To participate in the supervision of pupils during play/break times, to encourage acceptable standards of behaviour among the pupils and to demonstrate interest and involvement in their activities.
12. To support pupils at different times during the school day either in classes or during breaks, as agreed/directed.
13. To be aware at all times of health and safety issues, to be aware of safety and emergency procedures, both generally and with regard to individual pupils where appropriate, and to report immediately any concerns or observations regarding health and safety matters.
14. Where appropriate, to prepare pupils for the start of the afternoon session.
15. To attend agreed Midday Supervisors' Team Meetings and training sessions when required.
16. This job description is not necessarily a comprehensive definition of the post, and the postholder may be required to undertake such other tasks appropriate to the level of the appointment as may be required. It may be reviewed annually or earlier if necessary, and it may be subject to modification or amendment after consultation with the postholder.

SPECIAL CONDITION

This post is term time only. The postholder will normally be expected to take leave entitlement when the school is not in session. Where the postholder is required to attend a meeting or undertake training outside of normal working hours, s/he will be paid for this time.

PERSON SPECIFICATION

Essential requirements:

- aptitude for special needs support
- ability to work as part of a team
- commitment to the midday support of pupils with a wide range of learning and associated difficulties, within the special school environment
- commitment to undertake any of the tasks indicated in the job description, as directed and according to the capability of the postholder
- willingness to undertake relevant training (e.g. moving and handling; feeding techniques)
- reliability

Desirable qualities and skills:

- a calm and positive approach
- flexibility and good humour