

## **BARDWELL SCHOOL**



### **Job Description**

#### **Lunchtime Support Staff (from Sept 2016)**

£9.55 - £9.74 per hour (7.5 hours per week)

Bardwell School is a Special School that educates children and young adults who have a wide range of Learning Difficulties. The following outline the role and responsibilities for your role as Lunch Time Supervisor.

At all times:

To have:

- High expectations of all children and a commitment to ensuring they can meet their educational potential.
- The ability to develop fair, respectful, supportive and constructive relationships with young people.

To demonstrate:

- The ability to communicate effectively with children, young adults and colleagues.
- Being able to act on feedback and be open to mentoring.
- Patience
- The ability to celebrate positive behaviour and achievements.

To apply your knowledge of:

- Understand the challenges faced by children with complex feeding and eating needs.
- Understand the importance of effective positioning and the principles that underpin this.
- Have knowledge on how to establish a stimulating play environment and positively influence our pupils' play opportunities.
- Know how to make professional judgments to prioritise and manage a range of tasks.
- Carry out your duties in line with our School Policies, including Safeguarding and Child Protection and Health and Safety Policy.

**A typical day will include:**

11.45: Arrive in class and discretely complete any preparation tasks before lunch (this could include washing items used during morning lessons and supporting pupils with personal care)  
12.00 – 12.30: Supporting pupils to develop independence with their eating skills. This may also include administering medication and supporting pupils who are fed by gastronomy tube.  
12.30 – 13.00: During this time you are a play leader, actively supporting pupils in their play and establishing a positive and inclusive play atmosphere.  
13.05: Ensuring pupils are back in class to start their afternoon lessons. Discretely support any preparation for the afternoon (including washing items used at lunch time and supporting with personal and intimate care).

NB – This role involves supporting children and adults with personal and intimate care, for example going to the toilet, or changing and cleaning a pupil who uses incontinence pads. It will also involve supporting pupils who express their feelings and frustrations through their behaviour.

In addition to the above:

- To follow school and county and national guidelines for safe working practice to safeguard pupils and staff in schools, maintaining confidentiality and attending training as required. Including:
  - Reading and understanding Keeping Children Safe in Education (Part 1)
  - Following our Code of Conduct (see staff handbook)
  - Knowing and following our Child Protection/ Safeguarding Policy and procedures
  - Following procedures within our Whistleblowing Policy as appropriate.
- To be aware of and comply with Health and Safety legislation and policies of the school including;
  - Sign out and in at reception (when leaving the site)
  - Cooperate with health and safety requirements.
  - Report all defects on the maintenance forms and return them to the office.
  - Complete and action risk assessments for all potentially hazardous on/off site activities.
  - Use, but not misuse things provided for your health, safety and welfare.
  - Assess the risk - do not undertake unsafe acts.
  - Inform Head of Establishment of any "Near-Misses".
  - Be familiar with the emergency action plans for fire, first aid, bomb, security and off site issues.
  - Raise health, and safety and environmental issues with pupils.
- To promote the school and our pupils
- Any other class duties as directed by Headteacher, Assistant Headteachers or class teacher

Signed (employee): \_\_\_\_\_ Date: \_\_\_\_\_