



CENTRAL LEARNING  
PARTNERSHIP TRUST

	<b>Midday Supervisory Assistant – Broadmeadow Special School</b>
<b>Scale:</b>	CLPT 01- CLPT 03 (fte 17,842- fte £18,562) pro rata
<b>Responsible to</b>	Headteacher Broadmeadow Special School
<b>Working time</b>	2 hours per day (11.45am – 1.45pm) 10 hours per week <b>WHEN REQUIRED</b>
<b>Disclosure level</b>	Enhanced
<b>Purpose</b>	To carry out the duties of a Mid-day Supervisory Assistant

### **Main duties and responsibilities**

- To have a sound knowledge of the procedures for safeguarding children
- To assist with children’s individual eating programmes, under the direction of class teaching teams
- To supervise children to and from the hall, bathrooms, playground and classrooms
- To ensure the smooth running of the dining room by encouraging the children to have good table manners, eat sufficient food and behave appropriately
- To ensure that the dining room is kept safe at all times by wiping or sweeping liquids or food from the tables or floor
- To take food from the servery to the feeding location, serve food, clear and wipe tables after the meal
- To ensure that children’s toilet training programme / routines are followed in accordance with guidance from class teaching teams
- To encourage independence in self-help skills, such as eating, washing, toilet training etc.
- To ensure that all children wash hands and faces after lunch and that everyone is given the opportunity to brush their teeth at the end of the session
- To ensure the safety of children in corridors, toilets, classrooms, or in the playground, keeping a reasonable standard of discipline at all times
- To inform their line manager of any difficulties that they may experience in relation to their duties
- To assist with the development of children’s play and leisure skills in or out of the classroom

### **Support for the school**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Maintain effective working relationships with the teaching teams and the school in general.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / work / aims of the school.
- Understand and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Work as part of a team supporting and inspiring colleagues.

<b>Experience</b>	<ul style="list-style-type: none"> <li>• This is not essential, however experience of working with children is useful. Understanding of children with additional needs is desirable</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Not essential , but good personal and food hygiene is required</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Ability to relate well to children and adults.</li> <li>• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.</li> </ul>

	<ul style="list-style-type: none"><li>• Able to communicate effectively with others</li></ul>
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The job description can never be fully descriptive and exhaustive of unforeseen circumstances. It is expected that staff would respond to unforeseen circumstances and emergencies as they arise, commensurate with their experience, skills and knowledge.

The postholder must comply with the Central Learning Partnership Trust’s Equal Opportunities Policy, Policy for Safeguarding Children, and Health & Safety Policy.

The postholder must comply with all school policies and procedures.

Received by (name)..... Date .....

Signed .....

Headteacher ..... Date .....