**Job Description & Person Specification**

Midday Supervisor

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| **Job Description** | |
| Job Title: | Midday Supervisor |
| Pay Grade / Scale / Range: | NJC Pay Scale SCP 3 - £9.71 per hour |
| Benefits & Perks: | Local Government Pension Scheme, occupational sick pay, TOIL scheme, Health Benefit Scheme |
| Working hours: | Ability to work the hours needed to meet all the demands of the job |
| Location: | Initially at New Bridge School.  Employees may be based at any site of the New Bridge Group |
| Special circumstances: | Manual Handling |
| Staff responsible to: | Head of Site |
| Staff responsible for: | None |
| Accountable to: | CEO |
| Probationary period: | 26 weeks (may be extended in line with the school’s  probationary procedure) |

**Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment.  For child protection purposes an enhanced disclosure will be required for this post.**

**Job Purpose**

To provide support for students during the lunchtime period which includes feeding and drinking, personal care; supervision/behaviour management and general housekeeping.

**General Tasks**

***Support for Students***

* Establish rapport and respectful, trusting relationships with the students, acting as a role model and setting high expectations
* Promote inclusion and acceptance of all
* Working alongside school colleagues to supervise students over the lunchtime period ensuring they are treated with dignity, empathy and respect at all times.
* Assist students with feeding and drinking. Specialist training will be provided as necessary
* Assist with individualised food preparation as may be necessary e.g. liquidising food
* Assess the needs of young people and use detailed knowledge of personal care needs to support them (with appropriate training)
* Ensure students observe basic hygiene, i.e. hand-washing after toileting and before eating; promoting safety, welfare and personal hygiene at all times
* Promote self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance
* Administer basic first aid and deal with sickness, in accordance with training provided.
* Report and record accidents as required through the associated health & safety procedures
* Support other colleagues to manage student’s behaviour, following Organisational guidance and reporting difficulties as appropriate.
* Clean all spillages, (which could include bodily fluids) and ensure that the dining area is clean at the end of the lunchtime period.

***Support for the Organisation***

* Comply with policies and procedures relating to safeguarding, health & safety, confidentiality and data protection, reporting all concerns to an appropriate person
* Contribute to the overall work and ethos of the organisation
* Establish constructive relationships and communicate with other agencies and professionals, in liaison with colleagues, to support the achievement and progress of students
* Improve own practice through training, observation, evaluation and discussion with colleagues
* Recognise one’s own strengths and areas of expertise and use these to support others

**Tasks Specific to the Role**

* To assist with the supervision and feeding of students during the lunch time period
* To maintain and develop high standards of personal care under the direction of the Head of Site and/or management team within the School
* To contribute to the overall development of the School and its students by attending and contributing to staff meetings and training where appropriate

**Skills and Qualifications**

* The confidence to work on and off site with students with disabilities
* The ability to feed and supervise students (after appropriate training)
* The ability to lift manually and with any hoist equipment provided (after training)
* The ability to work as part of a team
* The ability to communicate, with a range of parties including parents/carers, colleagues and other relevant professionals
* The ability to work to deadlines

**Personal Qualities**

* To be able to demonstrate empathy with young people who have a range of learning and physical needs
* An understanding of equal opportunities and high expectations for all students
* To have a sense of humour and to be able to work as part of a dedicated team

**Other Duties**

This job description is not intended to be all-inclusive and the job holder may perform other related duties as directed by the Head of Site to meet the needs of the organisation.

**Equipment, Tools, Physical or Special Requirements**

* Ability to maintain regular, punctual attendance consistent with the school’s expectations and policies
* Ability to perform the essential job functions including manual handling after training
* Adoption of professional standards of behaviour and appearance at all times in line with School protocols
* Compulsory training kept up-to-date
* Cross site travel may be required

PLEASE SUBMIT EVIDENCE OF PREVIOUS EXPERIENCE, SKILLS AND ABILITIES **ONLY AGAINST THE CRITERIA EMBOLDENED BELOW**

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| **Person Specification** | |
| **Selection Criteria** | **Assessed by** |
| **Education, Qualifications & Training** | |
| * **Good numeracy/literacy skills** * Appropriate knowledge of First Aid and willingness to achieve a First Aid at Work Certificate (where appropriate) | Application Form  Interview |
| **Knowledge & Experience** | |
| * **Experience of health and care work with adults or children including personal care duties.** | Application Form  Interview |
| **General Skills and Abilities** | |
| * **to relate well to students** * **to work constructively as part of a team, understanding roles and responsibilities and your own position within these**. * familiar with the use of basic technology – computer, photocopier etc. * to constantly improve own practice/knowledge through self-evaluation and learning from others | Application Form  Interview |
| **Specific Work Skills** | |
| * **the ability to support with eating and drinking and supervise students (after training)** * **the ability to lift manually and with any hoist equipment provided (after training)** | Application Form  Interview |
| **Decision Making** | |
| * demonstrate balanced and fair judgement | Application Form  Interview |
| **Self-Management Skills** | |
| * prioritise and manage own time effectively * work consistently to deadlines * set and achieve challenging but realistic goals * take responsibility for one’s own professional development | Application Form  Interview |
| **Communication Skills** | |
| * listen to and understand the views of others * make points clearly * communicate effectively, orally and in writing, to a range of audiences * consult and negotiate to achieve specific objectives * establish and manage good communication systems * contribute to department meetings effectively | Application Form  Interview |

**Any candidate with a disability who meets the essential criteria will be invited to interview**