



Ivel Valley School

Job Description: Level 1 TA (Midday Supervisory Assistant)

TYPE OF WORKPLACE: Special school

RESPONSIBLE TO: Assistant Principal (School or College)

JOB PURPOSE: To be responsible for the safety, general welfare and proper conduct of pupils in the lunchtime period

Main duties and responsibilities:

1. Supervision of pupils immediately before, during and after the midday meal. This includes pupils who have a school meal as well as those who bring their own food.
2. Assistance as required and where appropriate with toileting, including washing of children, cleaning teeth, washing of pants after occasional accidents, changing of sanitary towels of less able adolescent girls (particularly in cases of profound disability).
3. Assistance with non-ambulant children where necessary, in conjunction with another member of staff or by use of mobile hoist.
4. Supervision of pupils' entry into the dining room, including any walk or journey to the dining room which might be required.
5. Assistance for pupils where necessary to carry trays etc. to table and to return empty dishes etc. to service counter.
6. Assistance for pupils where necessary to cut up food and guidance on the proper use of cutlery; assistance at tables and with feeding where necessary; assistance in the clearance of any spillage etc. if required.
7. Wiping/washing of children after meals as necessary and washing of aprons, plastic bibs and cups of less able children.
8. Taking such steps as are necessary when pupils are unwell, carrying out minor first aid and summoning assistance from a qualified first aider or nurse to deal with injuries or illness.
9. Dressing of pupils for outside play activities, as necessary. Supervision of pupils in the playground or other area of the school as required, encouraging a high standard of pupil behaviour in line with the school's Behaviour Management Policy. Organising play/games as appropriate inside school on wet days.
10. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
11. To undertake any other duties of a similar level and responsibility as may be required.
12. Support the safeguarding of pupils by reporting any concerns to the Designated Safeguarding Lead and by following school safeguarding policies and procedures.