



Learn and grow.

HEATHFIELD SCHOOL

Heathfield School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure Barring checks along with other relevant employment checks. Our purpose is to enable pupils with Special Educational Needs to maximise their potential in all areas of their development. As a school community we celebrate achievement but always aim for progression

POST: LUNCHTIME SUPERVISORY ASSISTANT

(The post holder will work as part of a team and will always be under the direction of the Pastoral Co-Ordinator and the Headteacher.

This document should be read in conjunction with the Lunchtime Supervisor Assistant Role Profile as determined by Hampshire County Council

Main Purpose of the Role

- To assist the Headteacher and Governors in creating a rights respecting culture in which the best is achieved for each child.
- To ensure the protection, safety, welfare and good conduct of pupils during the midday break, in accordance with school policies.

Main Responsibilities

- To supervise pupils in the dining areas, playgrounds or other parts of the school.
- To ensure the maintenance of good order and discipline, and assist in the management of behaviour in accordance with school policies.
- To undertake duties associated with mealtime supervision such as:
 - Assisting pupils to perform with maximum independence in social skills, communication, eating and mobility.
 - To implement feeding programmes as required.
 - To take responsibility for meeting the needs of the children on an allocated table, ensuring that pupils sit in allocated seats as appropriate.
 - Performing a range of duties such as laying tables, pouring water, assisting children with cutting, cleaning up spillages, ensuring tables are clean etc.
- To ensure that high standards of child protection, health and safety are maintained in accordance with school policies.
- To assist with the welfare and hygiene of children including changing and cleaning where appropriate.
- To encourage pupils to participate in a range of activities during the lunchtime break, as appropriate.
- To participate in planned and agreed meetings and training activities relevant to the post.
- To participate in staff duty rotas, and follow notes of guidance, in order to ensure that the needs of children are effectively met.
- To liaise with classroom staff in order to hand over any concerns affecting children's well-being
- To liaise with Teaching assistants and Learning Support Assistants in order to manage planned lunchtime activities effectively.
- To facilitate and organise play activities according to the rota or in response to the children's interests/needs

The post is open to development in such directions as the Headteacher, in consultation with the postholder, may determine in order that its objectives may be achieved.

The job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

Signed:

Date

NOTES OF GUIDANCE

All Supervisory Assistants:

- Each SA is to be allocated to a table so that the adults and the children concerned get to know one another. This is essential in order to fulfil the role of meeting the children's needs.
- SAs are responsible for clearing up spillages and food on the floor, then to go with their allocated class onto the playground.
- In the event of staff absence alternative arrangements will be at the direction of the Lunchtime Supervisor.
- Please note that children from the Early Years come into the hall at 11.50, Pine Fir and Cedar come to hall from 12:00 out at 12:25, the remainder of school come to hall after 12:25.
- Lunchtime is the ideal time for the children to learn and practice a whole range of social and independent living skills. SAs play a vital part in the following ways:
 - Encouraging children to.....
 - Try vegetables and new foods
 - Make conversation and express themselves appropriately.
 - Have good table manners.
 - Concentrate and stay on task.
 - Be independent eaters.
 - Be independent in mobility.
 - Be kind and helpful to others.
 - Treat other people with respect.

This is achieved through staff setting a good example, having a positive and consistent approach.

Mealtime

- Lay the tables, making sure that the right equipment is provided for each child.
- Cut food up appropriately according to the child's developmental needs
- Praise children for achievement and effort.
- Remember that some children will not have experienced some foods before.
- Assist children to the hatch, to transport their meal and to sit down with maximum independence.
- Assist children to put their plates away (without doing it for them)

Playtime

- If necessary, make sure that the younger children have their hands and faces washed before coats are put on, encourage maximum independence.
- Assist and encourage the children to achieve a happy time of exploration and/or constructive activity during playtime.
- Children who need to go to the toilet during break should ask first, and be supervised if necessary

Toileting Duties

- Take turns with other staff to change wet/soiled nappies at lunchtime.
- Equipment in the toilets should always be laid out, and a list of children's needs on the wall.
- Always remember to wear gloves when toileting children, use a clean pair for each child you deal with.
- Always wash the mat with anti-bacterial spray and a cloth after changing a child.
- Wet clothes should be placed in a bag, make sure that the staff are informed so that they know who clothes belong to.
- Clean clothes and nappies are kept in the hygiene areas.
- Clean potty after use; wash out with bucket provided and anti-bacterial spray.