

Wiltshire County Council

School Support Staff



Job Profile

Reference :	SCH103	Grade C Spinal Point 3
Job Title :	Mid Day Supervisory Assistant (Special school)	
Main Job Purpose :	To support pupils over the lunchtime period	

Main Duties	
1.	Prepare tables for the lunch period and set up the equipment needed.
2.	To support pupils with eating as needed - may require specialist skills e.g. feed through a gastrostomy, training in safe feeding.
3.	To support the toileting of pupils; which may involve all aspects of personal care.
4.	To support pupils at playtime, which will require skills in supporting play and being aware of vulnerable children, different behavioural approaches etc.
5.	To use manual handling techniques with pupils as required.
6.	To encourage childrens communication and independence e.g. making choices

Supervision and Management
The jobholder does not have regular supervisory responsibility for staff but may be required to assist in work familiarisation for new recruits.

Creativity and Innovation (i.e. Problem Solving)
The work is fairly routine which involves little opportunity for creative or innovatory thinking. Advice can be sought in difficult circumstances.

Key Contacts And Relationships	
Deputy	Concerns, reorganisation of rota
Teachers	Specific instructions for doing duties
Teaching Assistants	Exchanging information, working as a team

Decision Making
Work is carried out within clearly defined rules or procedures. Advice is available if required.

Resources
The jobholder is expected to use school resources appropriately and with care, but is not personally accountable for their overall security.

Working Environment
<p>The jobholder will be required to use positive behaviour management skills to maintain and promote a safe environment.</p> <p>The physical support of disabled pupils in their movement and play is a daily occurrence. Manual Handling training is provided.</p> <p>The jobholder works in classrooms and around the school. There is regular noise from the pupils.</p> <p>The jobholder provides personal care to the pupils - using the toilet, eating and drinking, support with independence wherever needed.</p> <p>The jobholder may be exposed to pupils exhibiting challenging behaviours and may therefore be at risk from physical or verbal abuse. However, supportive and appropriate training will be provided.</p>

Knowledge and Skills
The jobholder needs a good standard of practical organisational skills and the ability to operate rules and procedures consistently, and to engage with pupils. Basic First Aid skills are also required.