

# Job Description

Isle of Man Department of Education, Sport and Culture

## Education Advice and Support

<b>Post Title:</b>	Lunchtime Assistant – Specialist Provision Centre
<b>Hours:</b>	7 hours 30 minutes Per Week, Term Time Only
<b>Responsible to:</b>	Specialist Provision Centre Manager
<b>Grade:</b>	Skill Zone 2 / Pay Band 5
<b>Salary Grade:</b>	£25,784 - £31,340 Pro Rata Per Annum
<b>Location:</b>	Manor Park School, Specialist Provision Centre

## JOB PURPOSE

Under the direction of the Specialist Provision Manager, the post holder is required to support students remaining in school during the lunchtime period always ensuring their security and safety.

- Dealing with any incidents that may arise including providing first aid attention.
- Always providing care and support for students which may include one to one support for a particular child with special educational needs and/or supporting groups of children with special educational needs, encouraging play activities and building positive relationships with students.
- Liaising with the Specialist Provision Team on play equipment for use at lunchtime within the centre.
- Making effective use of incentives and sanctions as agreed within the school and in accordance with the School Behaviour policies, maintaining status and authority with the students.

## MAIN ACTIVITIES

### 2. General Duties

The Special Needs Lunchtime Assistant is responsible for:

- Ensuring students have used the toilet and washed their hands before entering the dining room. Likewise, that they are also clean and tidy before returning to lessons.
- Supervising students on site throughout the lunchtime period, for example, in the dining room/SPC and always encouraging good manners.
- Maintaining safety, welfare and discipline of students throughout the lunchtime period under the direction of the SPC Manager throughout the whole school environment including outdoor areas.
- Co-operating with SPC and teaching staff who may be on duty at the time.
- Directing students to free tables and ensuring that tables are fully cleaned each time, encouraging students to eat the school meal or packed lunch from home; assisting where needed in cutting up foods, opening packets etc. Some training in the use of a knife and fork may be required and individual feeding programmes as directed by the SPC team.
- Monitoring standards of behaviour and correcting if necessary, remembering that it is the students' free time and some leeway should be allowed. Students should, however, be encouraged to speak quietly amongst their own table whilst in the dining room or SPC environment.
- Adhere to any individual behaviour modification programmes where appropriate.
- Promoting positive play, including in the playground.

- Maintaining positive working relationships with colleagues and children.
- All knowledge about individual students is confidential and must not be discussed outside school.
- Ensuring personal skills and knowledge remain up to date and undertaking relevant training around skills, Health & Safety, or relevant practice issues and reporting deficits to the SPC Manager.
- Attending meetings and training sessions if required by the Specialist Provision manager or school.

### **3. Specialist Duties**

- Assisting with the feeding of children and their personal hygiene, including toileting and changing as required. This might include specialist toileting programmes and use of a range of equipment required for toileting.
- Informing the Specialist Provision Manager of any concerns or difficulties with any of the students, having an awareness of learning disabilities and/or challenging behaviour.
- Under the direction of the SPC manager, to follow individual programmes, which might include PECs, TEACCH and the use of specialist equipment.
- Successfully undertaking medical training and competencies as required to support children e.g. suction training, gastronomy / enteral peg-feeding training.

### **4. Health and Safety**

The Special Needs Lunchtime Assistant is responsible for:

- Attending to any minor injuries and reporting same as directed, seeking immediate assistance for more serious injuries and ensuring all incidents are logged in the accident book. Any bumps to the head (however small) should be brought to the attention of the SPC Manager /Team when students return to the classroom for afternoon school.
- Ensuring that all duties are carried out within defined standards of safety.
- Maintaining safety and cleanliness so as not to endanger the safety of others or self.
- Being familiar with the relevant risk assessments.
- Clearing any accident or spillage using caretaking equipment provided for such purpose. The safety of the child should remain the main priority.
- Under the direction of the SPC Manager, use specialist techniques and equipment for moving and handling students with Special Educational Needs.

### **5. Any Other Duties**

- Being familiar with the School's Health and Safety and Behaviour Policies.
- The post holder may be required to perform duties other than those detailed above. The duties and responsibilities attached to this post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

## **Safeguarding**

The Department of Education, Sport and Culture is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**All staff** are required to undertake training regarding the safeguarding and welfare of children and young people, and the Department commits to providing this training e.g. via induction, on-line, briefings at staff meetings inset days etc., as appropriate.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact and to adhere to, and ensure compliance with, the Safeguarding Children Board Child Protection procedures and the school/service's Child Protection Policy at all times. If, while carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children School/Service, they must report any concerns

to the designated Safeguarding lead in their area or to the department's Child Protection and Safeguarding Officer.

The contents of this job description may be reviewed and updated as necessary to ensure that it remains accurate and complete. All changes will be made in discussion and with the agreement of the Head of Service or designated Officer.

**Department of Education, Sport and Culture**

Rheynn Ynsee, Spoyrt as Cultoor

**Person Specification  
Specialist Provision Centre Lunchtime Assistant**

**Job Summary**

Under the direction of the Specialist Provision Centre Manager, the post holder is required to support pupils during the lunchtime period always ensuring their security and safety.

<b>Attributes</b>	<b>Essential or Desirable</b>	<b>Method of Assessment</b>
<b>Experience</b>		
Experience of working with or caring for Primary or Secondary School age children.	D	CV/Interview
Willing to always provide care and support for students, which may include one to one support for a particular child with special educational needs and/or supporting groups of children with special educational needs, encouraging activities and building positive relationships with students.	E	CV/Interview
Willing to assist with the feeding of children and their personal hygiene, including toileting and changing as required.	E	CV/Interview
Team Player.	E	CV/Interview
<b>Disposition</b>		
Approachable.	E	Interview
Enthusiasm, energy & optimism.	D	CV/Interview
Ability to work as part of a team.	E	CV/Interview
Ability to relate well to children and adults.	E	Interview
A willingness to continuously develop by undergoing new and refresher training.	E	CV/Interview
Discreet.	E	Interview
Calm disposition.	E	Interview
Common sense approach.	E	Interview

<b>Circumstances/Interests</b>		
Isle of Man Worker.	D	Application
Voluntary Youth work such as Brownies, Scouts etc.	D	Interview
Current First Aid Certificate.	D	CV/Interview
Satisfactory Police Check.	E	Pre-employment checks