

Job Description

Job title: Lunchtime Assistant - Specialist Provision Centre
Grade: Skill Band 2 / Pay Band 5
Responsible to: Specialist Provision Centre Manager/Headteacher
Reports to: Specialist Provision Centre Manager

JOB PURPOSE

Under the direction of the SPC Manager, the post holder is required to support learners, who remain in school during the lunchtime period, ensuring their security and safety.

- Dealing with any incidents that may arise including providing first aid if appropriate.
- Providing care and support for learners, which may include one to one support for a particular learner with special educational needs, or supporting groups of learners with special educational needs, encouraging activities and building positive relationships with learners.
- Liaising with the SPC Team on equipment/activities used 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 pupils.

MAIN ACTIVITIES

1. General Duties

The Lunchtime Assistant -Specialist Provision Centre is responsible for:

- Ensuring learners 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 learners on site throughout the lunchtime period, for example, in the dining room/SPC and always encouraging good manners.
- Maintaining safety, welfare and discipline of learners 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 learners to free tables and ensuring that tables are fully cleaned each time, encouraging learners to eat the school meal or packed lunch from home; assisting where needed in cutting up foods, opening packets etc. Some learners may need training in the use of a knife and fork etc. Some learners will have individual eating programmes and staff will be supported in implementing these by the SPC Manager.
- Monitoring standards of behaviour and correcting if necessary, remembering that it is the learners' free time, and some leeway should be allowed.
- Adhere to any individual behaviour programmes/risk assessments where appropriate.
- Promoting positive play, including in the playground.

- Maintaining positive working relationships with colleagues and learners.
- All knowledge about individual learners 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 SPC manager or school.

2. Specialist Duties

- Assisting with the feeding of learners 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 SPC Manager of any concerns or difficulties with any of the learners, 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 and the use of specialist equipment.
- Successfully undertaking medical training and competencies as required to support learners e.g., suction training, gastronomy / enteral peg-feeding training.

3. Health and Safety

The 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 Team/ SPC Manager when learners 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 learner should remain the main priority.
- Under the direction of the SPC Manager, use specialist techniques and equipment for moving and handling learners where appropriate.

4. 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.

Protection of young people

All applicants should note that, to fulfil its responsibilities in relation to the protection of young people, the Department of Education, Sport and Culture will ask the police to check for any record of convictions or cautions on successful candidates.

Applicants will be required to complete a Police Check following a successful application. Failure to complete and return this form will prevent any further consideration to an application. All information supplied by the Police will be destroyed once a decision has been taken.

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 Isle of Man Safeguarding Children's Board Child Protection procedures and the school/service's Child Protection Policy at all times.

If, in the course of 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.