

Muswell Hill Primary School

Job Description **Special Needs School Meal Supervisory Assistant**
SEN SMSA

Scale SC2 **Hours** 7.5 hours per week

Responsible to Office Manager / Headteacher

Other Relationships All staff at the school
Parents and pupils of the school
LEA officers and inspectors

Purpose of Job

To supervise an individual or group of pupils with special needs during the lunch period. To provide emotional support and ensure the safety, welfare, physical and mental well being of the pupil or group of pupils.

Summary of Main Duties

Supervising pupils either outdoors in play areas; in dining halls or in classrooms depending on the needs of the pupils and the prevailing weather conditions. Reporting and receiving information from the Headteacher/teachers/support staff/therapists and school nurse on behaviour/specific day-to-day difficulties of pupils. Toileting and associated duties to do with the welfare of the pupils.

Main objectives of the post

- Under the direction of the Office Manager be responsible for the supervision, organisation and management of pupils within the dining room, in the playgrounds, and during “wet” playtimes;
- To ensure that pupils behave appropriately in the dining hall, deciding on seating arrangements, offering assistance with cutting up of food and pouring water, encouraging pupils to eat, organising clearing away of crockery and cutlery and encouraging social skills;
- To ensure pupils behave appropriately in the playground, including collecting pupils from the classroom and ensuring they are adequately dressed for the weather conditions and supervising entrances to the school;
- To supervise and control pupils on the school premises during “wet” lunchtimes by supervising and participating in planned activities and monitoring and controlling movement on corridors and stairs;
- To deal with incidents of poor behaviour in accordance with the school’s behaviour policy;
- To assist pupils with personal hygiene by ensuring that pupils have visited the toilet and washed their hands before entering the dining hall;
- To deal with body spillages in accordance with the Council’s infection control procedures;

- To clean spillages of food or drink where spillages are hazardous to pupils and/or staff;
- To participate fully in play activities, including leading activities and encouraging older pupils to take responsibility for activities under your guidance;
- To report any faulty equipment to the Office Manager.

Toileting and Other Duties

The precise duties will depend on the needs of the individual pupil but may include:

- To undress pupil, change incontinence/sanitary pads, wash and dry pupil, rinse clothes and change if necessary;
- To accompany pupil to the toilet with assistance if necessary and deal with medical aid/ lift from wheelchair. To remain with the pupil, being aware of behavioural difficulties and ensure that the pupil follows correct hygiene requirements;
- To toilet pupil using a special toilet which involves:
 - undressing the pupil, removing incontinence/sanitary pads,
 - carrying him/her (with assistance) and seat on special toilet,
 - ensure safety guard is in position,
 - operate special toilet (which also washes and dries user) and remain in attendance,
 - replace incontinence/sanitary pads and dress pupil,
 - rinse soiled clothing and change if necessary,
 - return pupil to wheelchair and/or replace medical aids as necessary.
- To lift from wheelchair/medical aids when required after meals and, in accordance with instructions place on mats, bean bags or over 'wedges' and permanently supervise. As necessary to operate such medical aids in accordance with instructions (e.g. sideline to aid digestion of food, splints on limbs, etc);
- To clean and assist pupil to clean teeth after a meal according to the needs of the pupil;
- At all times to deal with body fluids (including blood and seminal fluid) in accordance with the Council's infection control procedures;
- To dispose of incontinence/sanitary pads, cloths, towels used following infection control procedures either using an incinerator machine or placing in sacks for collection. To secure room in which incinerator and bags are located after use;
- To be aware of the varying cultural backgrounds of pupils and to respect the dignity of all pupils.

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Candidate Specification Special Needs School Meal Supervisory Assistant SEN SMSA

- Experience and knowledge of play provision for children up to the age of 11;
- Ability to work as part of a team;
- Ability to communicate clearly with children and adults;
- Understanding of the differing needs of different age groups;
- Understanding of basic first aid and health and safety requirements;
- Understanding of how a school operates;
- An awareness of the cultural differences of pupils and the Council's policies on Equal Opportunities, especially with regard to racism and sexism.
- Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people
- Displays commitment to the protection and safeguarding of children and young people