

Caring, enthusiastic people needed to support pupils with
Severe Learning Difficulties.

Permanent Midday Supervisors

Grade 16 - £9.43 per hour
Term time: 7.5 hours (12.30 – 2.00 pm)
Monday-Friday
Gross salary of approximately £281 per month

To start October 2021

An excellent opportunity exists for enthusiastic people to join this 'outstanding' (OFSTED) school. The post holders will join a team of staff currently working with pupils across the school. Experience and a real commitment to special needs would be a significant advantage.

Essential: GCSE minimum A-C/Point 4 or equivalent

Our school is committed to ensuring a 'Safe Recruitment' process including a Criminal background check.

Deadline for receipt of applications: **Friday 17 September 2021**

Dates for Interview: **Monday 27 September 2021**

Only successful applicants will be contacted

Fiveways School

Victoria Road, YEOVIL

JOB DESCRIPTION

Job Number:	
Department:	Education
Section:	Fiveways School
Job Title:	Midday Supervisory Assistant
Reports To:	Head and appropriate teacher

Main Purpose of Job: *Briefly B what is the job there for and why is it being done? Please attach an organisation chart to show clearly, the department structure and where the job fits with this.*

To provide daily care, support and a safe environment for pupils inside or external to a school environment.

Main Responsibilities and Duties: <i>What needs to be done? B Describe the main responsibilities and duties required of the job. This should include responsibilities for the support or management of clients, employees, budgets, processes and equipment.</i>	% of Time
<p>Assist pupils eating, in a controlled environment. To carry out structured feeding programmes using a variety of specialist equipment involving pupils with special dietary requirements and in some cases tube feeding.</p> <p>Develop an understanding of and provide for pupils' specific personal needs to ensure a safe learning environment. This may include providing for pupils hygiene /medical and personal care needs, support and assistance to the pupil in respect of toileting. Some pupils may also need the emergency administration of specific medical procedures.</p> <p>Supervise and support pupils using cloakrooms and toilet facilities. To actively engage and encourage pupils in a variety of play skills and activities during the playtime session.</p> <p>Direct supervision of pupils, during the playtime session, assisting with their development of life skills.</p> <p>To encourage appropriate social behaviour and interactions with other pupils and staff.</p> <p>To follow agreed strategies to encourage pupils communication (e.g. PECS)</p> <p>Understand the appropriate course of action in cases of:</p> <ul style="list-style-type: none"> • personal injury to pupils, • supporting medical routines under the direction of a teacher <p>Challenge unauthorised entry to school premises.</p> <p>To undertake other responsibilities appropriate to the level of post as directed by the Teacher.</p>	

Facts and Figures: *Give facts and figures that help to give a picture of the job. This should include any statistics relevant to the job, for example the number of clients supported, type and value of equipment, resources or premises for which the job has responsibility, size of budgets controlled or which the job has some impact on and, if appropriate, numbers of staff managed.*

SUPPORTING PROCESSES

Problem Solving and Creativity: Give examples of the problem solving and creativity involved in the job. This should include resolving issues over interruptions to work deadlines, priorities and changing demands. How often do these issues occur?

Within guidelines and under the direction of the Teacher, maintain discipline if necessary using creative means to engage pupils and follow agreed behaviour strategies.

Decision Making: Give examples of the types of decisions which the job has responsibilities for making, including where appropriate those relating to resources, budgets and employees. Show where there is authority of freedom to act and where there is an impact via recommendations or advice.

Working as part of a team (with TA's or teachers) to ensure pupils safety and reporting any concerns / anticipate problems before they arise.

Physical Effort and Working Conditions: Give details and the frequency of any special effort needed, including the prolonged or frequent use of IT equipment and describe any particular working conditions, other than those encountered in a normal office environment, to which the job holder is subjected eg noise, outside working, unpleasant surroundings.

Indoors (Main hall, toilets and classrooms) and outdoors (playgrounds). Noisy conditions either in playground or classroom.

This role will involve bending, kneeling whilst engaging in play, feeding and personal hygiene routines.

Contacts and Relationships: Give details of the range and type of people within the Council or external organisations and including the recipients of services it is necessary to contact in order to carry out the responsibilities of the job. What is the range and purpose of the contact eg providing information or advice, directing, monitoring, influencing, motivating.

While the level of pupil needs will vary from time to time, the job holder will be predominantly working with pupils who are especially difficult to engage in activities, may present more frequent behavioural challenges and where the attention span presents greater challenges and a need for high levels of patience to enable pupils independence within activities.

Additional Information: Anything else which is relevant to the job which is not adequately covered elsewhere.

Knowledge, Skills and Experience: (To be completed by the Line Manager) The minimum general education standard, qualifications, training and level of experience required by the job holder **to be fully effective in the job**. Note that this information should relate to the requirements of the job and not what may be available from existing job holders.

Experience of working with children in an educational setting, preferably with experience of special educational needs.

Qualities required are discretion, loyalty, commitment, patience, flexibility, good personal organisation, firmness, to be numerate and literate, a team worker and to have good oral communication and School's procedures and policies.

I Agreed that the Job Description is a fair and accurate statement of the requirements of the job and understand that Fiveways School adopts a rigorous approach and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment:

Job Holder:

Date:

Line Manager:

Date:

Designated Senior Manager:

Date:

	Essential criteria	Desirable criteria
Education/ Training	<ul style="list-style-type: none"> ○ Evidence demonstrating a commitment to developing practice. 	<ul style="list-style-type: none"> ○ Evidence of supporting children and young people. ○ Evidence of supporting care needs.
Experience	<ul style="list-style-type: none"> ○ An interest in working with, or caring for children or young people or adults with SEND 	<ul style="list-style-type: none"> ○ Experience of working with children/young people with special needs ○ Experience in a school environment ○ Working with pupils with SEMH needs
Knowledge	<ul style="list-style-type: none"> ○ Legal requirements for safeguarding and the promotion of the wellbeing of children ○ Awareness of equalities duties 	<ul style="list-style-type: none"> ○ Awareness of specific needs for pupils with SLD, PMLD.
Skills	<ul style="list-style-type: none"> ○ Excellent interpersonal and communication skills for working in partnership with pupils, parents, colleagues and other professionals ○ To communicate purposefully with all pupils (enhancing their learning) ○ Positive behaviour management skills which also support pupils to develop positive strategies for managing their emotions effectively ○ To be willing to take instruction from the class lead ○ Contribute to the development of teaching and learning strategies for pupils ○ Ability to meet pupil's physical and care needs, following training, in a way which maintains their dignity and ensures their physical well being 	<ul style="list-style-type: none"> ○ First Aid or a willingness to undertake training ○ Team Teach trained ○ Signalong trained
Professional Attributes	<ul style="list-style-type: none"> ○ Solution focussed and flexible ○ A positive team member who is reliable, consistent and able to use their initiative ○ Emotional resilience and the ability to remain calm under pressure ○ Empathic towards the pupils, their families and the challenges they face 	<p>Qualities required are discretion, loyalty, commitment, patience, flexibility, good personal organisation, firmness, to be numerate and literate, a team worker and to have good oral communication and School's procedures and policies.</p>

	<ul style="list-style-type: none">○ Passionate about enabling all pupils to overcome barriers to learning and achieve success in preparation for adulthood○ Committed to professional development○ High expectations of yourself and also your colleagues○ Embrace the ethos of the school	
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