**Oak Wood Secondary Schools**

**Special Needs Support Worker/Midday Supervisor - SNSW**

Note: This is a broad description of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.

**POST TITLE:**  **TA1**

**Special Needs Support Worker/Midday Supervisor – SNSW**

(5 days/week, 10:30am – 2:30pm) Salary: B2 – D5

**POST LEVEL:** Ta 1 – Midday supervisor

**Come and spend time with our wonderful students and become a part of our school community.**

###### BROAD DESCRIPTION:

Supervise and ensure the safety and well-being of pupils before, during and after the lunchtime period. Provide personal care as required. Join in with activities in class in a supervisory role as required.

Works under the general direction designated member of Senior Leadership Team.

**Responsibility for others:** The post has considerable direct impact on the well-being of individuals or groups through either providing appropriate care or welfare for those who are personally dependant on the post for basic needs. (This post works with pupils with special needs requiring specialist support, **including** administering medication and using Makaton language skills as required)

**Responsibility for budget:** Occasional handling small amounts of cash.

**Responsibility for physical resources:** Expectation of handling and careful use of equipment.

###### TYPICAL TASKS

In dining area:

* Ensure that the personal and individual care and toileting needs of pupils are met. This may include changing personal care pads and associated moving/handling involved.
* Escort pupils to and from dining areas, ensuring information is exchanged with class staff.
* Ensure pupils are in the dining room/area at the appropriate time.
* Help pupils at the counter, including choice of meal (if appropriate).
* Assist with the proper use of cutlery and helping cut food as necessary.
* Where necessary, feed pupils with severe physical problems, following training by professionals and under the guidance of senior leadership.
* Ensure students with Dysphasia needs and restrictive eating conditions receive the correct level of support (training will be provided)
* Assist pupils when returning used plates, trays, cutlery, beakers, etc and clearing tables etc when lunch is completed.
* Supervise pupils eating food brought from home and ensure packed lunch equipment is cleared away.
* Act as a point of contact for student dinner monitors.

In classrooms or playground:

* Ensure that the personal and individual care and toileting needs of pupils are met. This may include changing personal care pads and associated moving/handling involved.
* As a teaching assistant you will be required to support teaching and learning in classrooms as directed.
* Be responsible for groups of children in the playground or classrooms according to the weather. May include pupils with challenging behaviours and with profound and multiple learning difficulties.
* Develop and support lunchtime activities.
* Attend to minor accidents and complete incident/accident form in consultation with the school leaders.
* Following training support with the administration of medication during the lunchtime period as required. Ensure that any healthcare concerns are passed on to the appropriate person.
* Attend to pupils who become ill or suffer an epileptic fit.
* Report to school leaders if accident occurs, pupil falls ill or has an epileptic fit.
* Report to school leaders any breaches of school rules by pupils (completing incident form as necessary and in consultation with school leaders).
* Adhere to any behaviour management programmes devised by others.

###### QUALIFICATIONS / TRAINING AND LIKELY ABILITIES

* Have a good understanding of children with special educational needs and be able to provide care and support as appropriate
* Be trained to operate special needs machinery, tools (eg hoists, certain feeding equipment)
* Have or be willing to understand and support Dysphasia and restrictive eating needs.
* Be trained or willing to train and act in capacity as a First Aider.
* Have relevant training to deal with a pupil who suffers an epileptic fit

###### Have relevant training in administering medication

###### Have an understanding of Makaton language

* Literacy skills to be able to understand school policies and complete accident book
* Be able to understand, comply and work within policies: eg. school behaviour policy, child protection policy, health and safety, confidentiality and other school rules
* Be aware of cultural differences