

PRIORY WOODS SCHOOL

JOB DESCRIPTION

MIDDAY SUPERVISORY ASSISTANT

Key Responsibilities

- Ensure the safety and well-being of students during lunchtime
- Support students with their social interactions and play
- Assist with mealtimes, helping students who may need additional support
- Promote positive behaviour and resolve minor conflicts sensitively
- Work closely with teaching and other support staff to maintain a consistent, supportive approach
- Help create an inclusive and welcoming atmosphere
- Supporting in helping pupils with hygiene routines e.g toileting, and teeth cleaning.
- Setting up and cleaning away the dining hall.
- Cleaning the tables and floor in the dining room during the lunch service
- Attend training and meetings as requested

PERSON SPECIFICATION

Essential Skills and Qualities

- Genuine care and patience when working with young people with special educational needs
- Ability to remain calm and positive in diverse and sometimes challenging situations
- Good communication skills and the ability to build rapport with students
- Flexibility and adaptability
- Understanding of the importance of safeguarding
- Enthusiasm for supporting young people's social and emotional development
- A willingness to work as part of a team.
- Ability to work on your own initiative
- An ability to work with and maintain the dignity of Special Needs Pupils
- An ability to communicate with both adults and students
- Willingness to follow instruction and feeding programs.
- Willingness to undertake relevant training and induction procedures.