JOB DESCRIPTION AND PERSON SPECIFICATION

Job Description	
Job Title	**Lunchtime Assistant**
Reports to:	**Staff & Pupil Support Manager**
Salary:	Starting from £5,712.34 (£9.23 per hour)
Hours of work:	13.75 hours per week; term time only 39 weeks per year including 5 INSET days 6 weeks paid holiday
Job Purpose:	To work under the direct instruction of teaching/supervisory staff/therapists providing general welfare and social care and educational support for pupils with special educational needs within the learning environment. Under the direction of teachers and with support from supervisor to follow targets and deliver learning outcomes for pupils during lunch and at other times.

Support for Learners

- To be able to facilitate the pupils within the manual handling guidelines
- Respect and value a pupil's individuality and maintain dignity and respect at all times
- With support from supervisory staff, act as an advocate for the pupils, representing their views as appropriate and required, in ways that respect their wishes and opinions
- Supervise and support pupils ensuring their safety at all times
- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters, communication, mobility
- Assist with implementation of care plans as requested
- Maintain standards of care according to current protocols
- To follow Posture Management programme
- Prepare the lunchtime area and clear away afterwards for afternoon activities
- Assist pupils by serving appropriate amounts of food, prepare consistency and enabling them to eat using appropriate language; follow eating and drinking programmes / guidelines recommended by Speech & Language Therapists
- Assist pupils to take their medication at prescribed times
- Provide the supervisor / teacher with any information which will ensure pupils needs are met
- To develop an understanding of pupils daily health care needs and respond appropriately
- Encourage pupils to interact with each other and adults and engage in activities
- Encourage pupils to act as independently as appropriate, encouraging them to achieve their individual potential and promote their self esteem

- To assist pupils in those areas of daily living in which they are dependent, these may relate to: washing & dressing, assisting at meal times, manual handling, meeting personal hygiene needs
- Promote the inclusion and acceptance of all pupils
- Assist pupils to access social and play activities by moving from wheelchair to floor or standers using mobility aids as appropriate, ensuring that manual handling assessment plans are followed
- Be aware of pupil problems/progress/achievements and report to the supervisor / teacher as agreed
- Assist the supervisor / teacher in managing pupil behaviour according to protocols, reporting difficulties as appropriate
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- To be proactive in communicating with pupils including the use of communication systems (Chailey Communication System, Sign-a-Long, Voice Output Communication Aids) as appropriate
- To be aware of pupil's sensory needs and respond appropriately
- To be aware of special dietary requirements
- To be aware of pupil's medical needs seeking assistance from appropriate staff

Support for the School

- Contribute to and promote the overall ethos/work/aims of the school
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, manual handling, confidentiality and data protection, reporting all concerns to an appropriate person
- Maintain confidentiality of information relating to pupils
- To understand how the work of the post holder relates to, and affects the work of others, to achieve the best outcome for the pupils
- To act as a positive role model to those in a more junior position within the team
- Appreciate and support the role of other professionals
- Participate in annual Performance Management cycle. Report regularly to Line Manager
- Participate in training and other learning activities and performance development as required
- Attend relevant meetings as required
- Conduct oneself in a professional manner at all times
- Communicate with tact, diplomacy and politeness at all times

Support for the Curriculum

- Support pupils to understand instructions
- Prepare and maintain equipment/resources as directed by the supervisor / teacher and assist pupils in their use
- Understand and be able to implement basic PSHE principles
- To be aware of the aims of the session and the individual pupil goals

- To develop a broad understanding of teaching and learning as appropriate to the lunchtime situation
- With support from supervisory staff, liaise with the multi-professional team to maximise the pupil's ability to access the curriculum
- To act effectively within the team, encouraging and enhancing the all round development of each pupil through individual programmes and group activities, supporting pupils with leisure and social activities

This job description is not exhaustive and is intended only to highlight the core duties and responsibilities.

PERSON SPECIFICATION	
All attributes deemed essential unless otherwise stated	
Qualifications	Be able to demonstrate basic numeracy / literacy skills by completing an in-house assessment
Knowledge and Skills	Be able to use basic technology – computer, video, photocopier
	Ability to relate well to children, young people and adults
	Be able to work constructively as part of a team, understanding role and responsibilities of your own position within team
	Be able to demonstrate an understanding of how children learn through play
Experience	Working with or caring for children of relevant age
	Good personal social skills
Development	Completion of CHS Mandatory Induction Programme and satisfactory 6 month probationary period
	Participate in on-the-job development and training opportunities and within six months to have passed assessments to include feeding via gastrostomy, epilepsy management and using augmentative communication aids and basic Sign-a-Long and any other training identified by the school to meet the changing needs of the pupils
	After training, be able to carry out resuscitation and basic first aid