



Job Description

SEND School Lunchtime Supervisor

The Elmley Dray School are dedicated to appointing the best possible candidates.

The successful candidate for this position will have the ability to motivate and inspire those that they work with, break through the barriers of expectations and harness all opportunities to create a climate of success and achievement for all.

As a SEND School Lunchtime Supervisor your duties and responsibilities will include:

- Supervise and assist the pupils throughout the lunch time period to ensure their wellbeing and maintain their safety.
- Assist the pupils, as necessary during the meal to ensure their wellbeing. This may include providing them with a drink, helping them with spillages, cutting up food and caring for pupils' personal needs following personal care plans to ensure pupils are fully supported during mealtimes including checking that sufficient amounts of their meal have been eaten.
- Ensure pupils are supported whilst eating and encouraging them to be safe and independent.
- Encourage and support play, ensuring that activities are inclusive, engaging and safe for all pupils.
- Work collaboratively with colleagues to ensure a safe and enjoyable lunchtime experience for all pupils.
- Safety Compliance: Adhering to COSHH (Control of Substances Hazardous to Health) regulations and health and safety, fire and safeguarding policies.
- The postholder may reasonably be expected to undertake other duties at the discretion of the Headteacher and to meet the needs of the school.
- Administer First Aid as required.
- Commitment to safeguarding and prioritising the welfare of children and young people

	A I R	Essential	Desirable
Experience			
Experience working in a school or educational setting.			✓
Experience working with or understanding of individuals with special educational needs.			✓
Experience of handling confidential and sensitive information.		✓	
Knowledge and Skills			
First Aid trained (or willingness to complete)		✓	
Strong interpersonal skills and ability to engage warmly with children, staff, and any visitors.		✓	
Ability to self-manage and work independently.		✓	
An awareness of safeguarding and child protection procedures within a school.			✓
Ability to work calmly.		✓	
Personal Attributes			
Patient, approachable, and empathetic.		✓	
Respectful of confidentiality and discretion.		✓	
Reliable, punctual, and well-organised.		✓	
A commitment to inclusion, equality, and promoting the welfare of all students.		✓	



Elmley Dray
School