Main purposes of the job

- This role requires experience of working with children who have special education needs.
- To ensure the health and safety of children who have a variety of special educational needs at lunchtimes under the direction of the appropriate person as identified by the school.
- To lead and line manage the team of SMSAs ensuring the supervision of children who have special educational needs.
- To ensure the policy of making the experience of lunchtime a positive experience for all is effective.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.
- Assist pupils with their day to day personal care needs and to work alongside other professional staff to further pupils' personal independence skills and wellbeing.
- To provide formal and informal, recreational and social educational activities for children, having due regard to the varying age ranges.
- To create and maintain a purposeful, orderly and supportive playing environment.

Main duties and responsibilities

1. To allocate and line manage the duties of other SMSA's, including organising ‘fair rotas’ and make arrangements for cover as appropriate. Help train and support the work of the SMSAs, participate in the professional competency discussions of SMSAS alongside SLT.
2. To supervise the children at all times during lunchtime on the school premises taking into account any individual special educational needs.
3. To prepare the dining area, putting out tables, chairs, cutlery etc. and following agreed manual handling procedures.
4. Ensure that the children are behaving appropriately in line with the school's behaviour policy at all times including the dining room, playground and during wet lunch times.
5. To follow guidance of class staff to promote appropriate behaviour particularly when working with pupils' with more challenging behaviours.
6. To engage with the children and ensure that they are active in purposeful and co-operative behaviour throughout the lunchtime period ensuring that play activities are appropriate to their age and disability.
7. To participate in physical activities with a pupil/s if appropriate.
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Special School Senior Play Therapy Lunchtime Support Assistant

8. To recognise that some pupils have communication difficulties and to use alternative communication techniques if required.

9. To act sensitively to pupils’ differing and changing needs at all times.

10. To assist and enable children with complex feeding needs, making it a pleasant and relaxed experience.

11. To follow guidance from professionals on any special individual feeding plan to follow during mealtimes.

12. To take reasonable precautions whilst in charge of the children to see that they do nothing that is likely to injure themselves or others.

13. In the event of any spillage, to take any necessary action to avoid possible accidents.

14. Work as part of a team in the development of personal care programmes for pupils.

15. Assist pupils in implementing their personal care programmes during the school day, including: Personal hygiene, toileting and continence training and eating and drinking

16. Provide personal assistance to identified pupils in physical/practical activities e.g. physical education, cookery, school visits, therapeutic treatments (including hydrotherapy) organised by the school etc.

17. To accompany teaching staff and pupils on visits, trips and out of school activities within contracted hours as required.

18. Maintain and keep relevant records e.g. those related to personal care, physical programmes etc. in conjunction with the appropriate teacher’s/teaching assistants.

19. To contribute and deliver an imaginative programme of activities, which offer children choice, new experiences and skills through which they gain in self-confidence and learn how to relate to others.

20. To monitor activities in order to make changes to the programme if needed.

21. Ensure that any specific play equipment is stored safely and maintained and in good condition.

22. To identify and promote the inclusion of all pupils, ensuring equal access and opportunities

23. Provide for the safety and wellbeing of the children and their social, educational and recreational needs.

24. To following a locally agreed safe manual handling procedure.

25. To follow the schools’ guidance on health and safety, manual handling, outdoor play and personal care needs and keep the appropriate person informed of any information that may relate to a child’s health and safety.

26. To be aware of and comply with policies and procedures relating to child protection, anti-bullying, health, safety and security, SEN/inclusion and data protection reporting all concerns to the appropriate person.

27. In the event of any injuries deal immediately with the situation referring to the appropriate person and following the school’s policy and procedures.

28. To challenge and report any stranger on site.

29. Ensure that you are a strong, positive role model for the children and other staff.

30. To undertake broadly similar duties commensurate with the level of the post.

31. To adhere to all the school’s policies.

32. Actively participate in any appropriate training when required.

33. Actively participate in staff meetings and any appropriate training when required.
34. Maintain good working relationships and communication with colleagues and parents as required.
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Special School Senior Play Therapy Lunchtime Support Assistant

Signatures – line manager and job holder

Signature of Manager: ___________________________ Date: ______/____/____
Signature of post holder: ___________________________ Date: ______/____/____

April 2019