



Special Educational Needs  
Mid-Day Supervisor Assistants  
Application Pack

8.32 hours/week

11:40 – 1:20pm Monday - Friday

Band C Scale Point 5-8

Term time only

## The Orchard School

The Orchard School is a Maintained Special School for children with severe, profound, and complex learning difficulties and medical needs. There are currently 149 pupils on roll and our children range from 4 – 11 years.

We have a purpose-built premises with excellent facilities which include a music and drama studio, white and dark room studios, soft play room, sensory room, swimming and hydrotherapy pools and defined outdoor play areas for differing ages and abilities.

Along with teaching and classroom support staff, the school is supported by a multi-agency team of nursing, physiotherapy, occupational therapy and speech therapy colleagues, and a teacher of the visually impaired. These staff are based in the school part of the week and have dedicated on-site facilities. There are nursing staff on-site the majority of the week. Medical out-patient clinics run by consultant paediatricians take place regularly and there are also specialist ophthalmology and occupational therapy clinics in school. Multi-agency teamwork is an essential and highly valued aspect of the school.

We endeavour to provide the very best learning opportunities for all. Our bespoke curriculum is underpinned by the National Curriculum and every child has a personalised learning journey to enable them to achieve their best potential.

Additional information about the school is available on the school website:

[www.orchard.sandwell.sch.uk](http://www.orchard.sandwell.sch.uk)



## Special Educational Needs Midday Supervisor Assistants

**Hours:** 8.33 hours per week, term time only  
11.40am -1.20pm Monday-Friday

**Rate of pay:** Band C SCP 5-8 (£24,790 - £25,992) pro rata  
£12.85 - £13.47 per hour Term time only

**Contract type:** Permanent

An exciting opportunity has arisen for the Orchard School to appoint SEN Midday Supervisor Assistants. We are looking for exceptional candidates to join our team, who have a passion for supporting children with special educational needs.

As a SEN Midday Supervisor Assistant, you will be responsible for supervising the children during the lunch period at The Orchard School from Monday to Fridays. Your main duties will include assisting with the partaking of food, engaging and encouraging play activities, and assisting with the children's hygiene requirements, which may include toileting and laundry tasks.

To ensure the best fit for this role, shortlisted candidates will be required to attend the school for a short Pre-Assessment with the children at lunchtime. This will help us determine your suitability for the role and allow you to experience firsthand the environment in which you will be working.

**\*The Pre-Assessment will take place from 11.30am to 1.30pm on a date to be decided.**

The applicant will need to possess:

- High standards of written and spoken English
- This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for the role.

At The Orchard School, we strive to create an inclusive and supportive environment for our students with special educational needs. We are seeking individuals who are dedicated, compassionate, and have a genuine interest in making a positive impact on the lives of these children.

If you are passionate about supporting children with special educational needs and believe you have the necessary skills and qualities to excel in this role, we would love to hear from you. Please submit your application as soon as possible, as interviews will be held shortly after the Pre-Assessment.

Previous applicants need not apply.

## JOB DESCRIPTION

<b>Job Title</b>	SEN Midday Supervisor Assistant
<b>Band/Job Group</b>	Band C – SCP 5-8
<b>Hours/Weeks</b>	8.33 hours per week   1:40am - 1:20pm – Term time only
<b>Special Conditions</b>	Attend training as and when required <b>Annual holidays must not be taken in term time</b>
<b>Thematic Area</b>	Children & Young People's Service
<b>School</b>	The Orchard
<b>Responsible to</b>	Attendance and Behaviour Officer, Senior MDS and Head Teacher

### Job Summary

- Working under the direction of the Attendance and Behaviour Officer and Senior Midday Supervisory Assistant(s)
- Supervise, guide and assist children with **Complex and Severe Learning Difficulties** during the mid-day break and ensure their safety, general welfare and appropriate behaviour.

### Duties and Responsibilities

1. Supervision of handwashing before and after meals.
2. Escorting children to and from classrooms to the dining room, utilising specialist equipment where necessary.
3. Assisting the children with table manners, use of cutlery, follow feeding programmes for children who need specialised support and making sure food consistency is appropriate for the individual. Adhering to individual specialist dietary feeding plans.
4. To ensure the meal is completed on time in a safe and hygienic setting.
5. Supervision of return of table equipment to 'Returns' counter
6. Cleaning up any spillages on floor/tables and surrounding areas in the Dining Room, classroom and toilets.
7. Supervision of children before and after the meal and playground duty.
8. Organising games and activities in line with school's policy for enrichment activities and ensuring these are appropriate for individual complex needs.
9. Meet toileting and hygiene needs of the pupils age 4-11 years. Changing nappies/pads or helping to support children with significant needs.
10. Assist with laundry duties.
11. Work to council and school policies to maintain a safe environment for pupils and other staff. This includes an obligation to complete Team Teach and Manual Handling training

together with any other training deemed necessary, such as feed training, Safeguarding, Team Teach and Makaton.

12. To work with children who have challenging behaviours and complex needs and understand how to distract or engage through interacting.
13. In the event of a child becoming ill, distressed or experiencing an accident provide initial aid and summon qualified assistance.

To participate in the operation of the Council's Personal Performance Development Scheme.

It is your responsibility to carry out your duties in line with the Council's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy, the Equality Standard and obligations under the Race Relations (Amendment) Act 2000.

Such other duties as may be appropriate to achieve the objectives of the post to assist the Thematic Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

The post holder must always carry out his/her responsibilities with due regard to the Council's policy, organisation and arrangements for Health and Safety at Work. **Other Duties**

- To participate in the operation of the School's Personal Performance Development Scheme.
- It is your responsibility to carry out your duties in line with the Council's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy, the Equality Standard and obligations under the Race Relations (Amendment) Act 2000.
- Such other duties as may be appropriate to achieve the objectives of the post to assist the school in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
- The post holder must at all times carry out his/her responsibilities with due regard to the schools policy, organisation and arrangements for Health and Safety at Work
- This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.
- The school is committed to the safeguarding of children and all posts are subject to an enhanced DBS clearance.

## PERSON SPECIFICATION

<b>Job Title</b>	SEN Mid-Day Supervisor		<b>Directorate</b>	The Orchard School
<b>JE Reference No:</b>		<b>Grade</b>	Band C	<b>Service</b> Schools
<b>Completed By</b>	Elizabeth Hopewell		<b>Date of Issue</b>	December 2024

The Personnel Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Personnel Specification is intended to give prospective candidates a better understanding of the position's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates and in determining an applicant's suitability for employment, whilst giving due consideration to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010.

	Essential	N/A	How identified
<b>1. Qualifications</b>			
		<input checked="" type="checkbox"/>	Formal possession of an appropriate qualification to be verified at interview or from records.
<b>2. Experience</b>			
Experience of supervising/working with children with special educational needs	Yes	<input type="checkbox"/>	Past employment activity record. Performance in related selection methods, e.g. presentation, group discussion.
<b>3. Training</b>			
Willing to undertake all training necessary to perform the role.	Yes	<input type="checkbox"/>	Past training history from application form and records. Selection process by <b>demonstration</b> of ability to display knowledge and skills at the interview.

<b>4. Special Knowledge</b>			
Able to demonstrate an awareness and understanding of needs of SEN pupils. Understanding of Health and Safety, First Aid would be desirable.		<input type="checkbox"/>	Qualifications held and demonstration of knowledge at interview.
<b>5. Circumstances (personal)</b>			
Flexibility  Willing to work overtime as and when required (preferable)		<input type="checkbox"/>	Ensuring candidates are aware of these requirements from the job description. Interview questions and application details.
<b>6. Disposition</b>			
Good communication skills at all levels  Patient, caring and sympathetic to the needs of SEN pupils  Able to work on own initiative and as part of a team		<input type="checkbox"/>	Performance in related selection process, e.g. exercises, group discussion, problem-solving, questions etc
<b>7. Practical and Intellectual Skills</b>			
Must support the school in maintaining policies such as behaviour/code of conduct Must be able to undertake duties related to the welfare and personal hygiene of pupils (including toileting and feeding if required). Must show evidence of good communication skills both orally and in writing		<input type="checkbox"/>	Performance in related selection process.
<b>8. Legal Requirements</b>			
DBS Clearance	Satisfactory medical and criminal clearance good references from most recent employer	<input type="checkbox"/>	Application form and interview questioning and references.

**THE REMAINING SECTIONS ARE TO BE COMPLETED BY MANAGERS AND ARE FOR THE APPLICANT'S INFORMATION ONLY.**

<b>9. Background Checks</b>			
Please ✓ required check(s) referring to Section 9 of <a href="#">Guidance on completing individual sections of the Personnel Specification</a>			
The post is subject to the following Background Check(s) which will be undertaken, where applicable, following a conditional offer of appointment.	a) Enhanced DBS with Children's and Adults Barring List Check	<input type="checkbox"/>	Only <b>one</b> or <b>none</b> of these checks (a – f) may be applicable.
	b) Enhanced DBS with Adults Barring List Check	<input type="checkbox"/>	
	c) Enhanced DBS with Children's Barring List Check	<input checked="" type="checkbox"/>	
	d) Enhanced DBS Check	<input type="checkbox"/>	
	e) Standard DBS Check	<input type="checkbox"/>	
	f) Basic Disclosure Check	<input type="checkbox"/>	
	Police Vetting Check	<input type="checkbox"/>	This check may also be required in addition to one from (a-f) above
No Check Required	<input type="checkbox"/>		
<b>10. Politically Restricted Post</b>			
Is this post a "politically restricted post"?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Applicants can gain further information on Politically Restricted posts in the "Information for job applicants' booklet".			
<b>11. Main Physical Activities/ Requirements of the Post.</b>			
Please ✓ if activity requires to be undertaken. The Council will make reasonable adjustments that are necessary for the successful candidate to undertake any of these activities			
Lifting / manual handling / client handling	<input checked="" type="checkbox"/>	Prolonged standing or sitting	<input type="checkbox"/>
Working at heights	<input type="checkbox"/>	Prolonged working with vibrating tools / machinery	<input type="checkbox"/>
<b>Working in confined spaces</b>	<input type="checkbox"/>	Bending / Squatting / Kneeling	<input checked="" type="checkbox"/>
Working outdoors	<input checked="" type="checkbox"/>	Manual cleaning /domestic duties	<input type="checkbox"/>
Agricultural / gardening work	<input type="checkbox"/>	Food Handling	<input type="checkbox"/>
Work requiring respirators or masks	<input type="checkbox"/>	Rotating shift work or night work	<input type="checkbox"/>
Work requiring hearing protection	<input type="checkbox"/>	Driving Duties HGV / LGV/ Minibus / Passenger carrying	<input type="checkbox"/>
Work with skin irritants / allergens / respiratory irritants/fine particles	<input type="checkbox"/>	Any other driving duties	<input type="checkbox"/>
Significant use of computers	<input type="checkbox"/>	Using restraint	<input checked="" type="checkbox"/>
Working with children or vulnerable adults	<input checked="" type="checkbox"/>	High mental stress content	<input type="checkbox"/>
Permanent night work	<input type="checkbox"/>	Physical / sport / leisure duties	<input type="checkbox"/>
Lone working	<input type="checkbox"/>	Regular walking on uneven ground	<input type="checkbox"/>
Working with challenging behaviours	<input checked="" type="checkbox"/>		
Other main physical activities not listed above	Personal care of children		
<b>12. Safety Critical Posts</b>			
A pre-employment/placement medical assessment with Occupational Health is required for any employee who is undertaking a safety critical post. A safety critical post is one that is likely to be exposed to:-			
<ul style="list-style-type: none"> <li>• Noise e.g. gardeners using mowers and highways road workers)</li> <li>• Vibration <ul style="list-style-type: none"> <li>○ Hand/arm vibration (e.g. gardeners using blowers and/or strimmers, road workers, arborists, cleaners using buffers and countryside workers)</li> <li>○ Whole body vibration (e.g. tractor drivers)</li> </ul> </li> </ul>			



- Hazardous substances (i.e. solvents, fumes, dusts, biological agents and other substances hazardous to health) (e.g. School Design and Technology Technicians)

Also, the following posts: Fleet Drivers (where it is an essential requirement of the job to hold a valid driving licence in order to carry out the duties of the role), Trading Standards Officers, Vehicle Mechanics, School Crossing Patrol Operatives, employees working with asbestos and employees with responsibility for the health and well being of children and adults during the night require a pre-employment/placement medical.

Other Night workers (e.g. care workers and concierge staff) will be given the option to receive pre-employment/placement screening if they are offered the position

Having reviewed the criteria outlined in Section 12 is this post a "Safety Critical" post?

Yes

No

### 13. Language Requirements

Is this post covered by part 7 of the Immigration Act (2016), and therefore, the ability to speak fluent and spoken English is an essential requirement for this role? For example:

- The employee will work in a customer-facing role.
- The employee is required to speak to members of the public in English and this forms a regular and intrinsic part of the role.

Yes

No

The employee requires a command of spoken English, to enable the effective performance of the role.

## APPLICATION PROCESS

If you have the experience and passion to join our team, application forms are available below from the school website [www.orchard.sandwell.sch.uk](http://www.orchard.sandwell.sch.uk) , email [deanna.jackson@orchard.sandwell.sch.uk](mailto:deanna.jackson@orchard.sandwell.sch.uk) or contact Deanna Jackson on 0121 569 7040

If you require more information about how to apply for the post, please call 0121 296 3000.

Completed application forms are to be returned to [deanna.jackson@orchard.sandwell.sch.uk](mailto:deanna.jackson@orchard.sandwell.sch.uk) Please ensure application forms are signed if sending via email. If you provided an email address, correspondence will be sent via e-mail.

Previous applicants need not apply.

If you are successful in being short-listed for interview, you will be contacted via email as soon as possible. **Please ensure you check your junk/spam boxes as well as your inbox in case any correspondence has been delivered there.**

**\*Pre-Assessment and Interviews will commence as soon as suitable numbers of candidates have applied and been shortlisted.**

The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. An Enhanced Disclosure Barring Service (DBS) check is required for this post. An **online search** will be undertaken on all shortlisted candidates. This search does not form part of the shortlisting process, and you will have the opportunity to discuss any issues of concern that may arise from this search at the interview.