

# The Special Partnership Trust

*A community which aspires together*

**Delivered by:**

An ambitious, inspirational partnership of outstanding learning.

**Achieved by:**

An integrated Trust with strong leadership at all levels in delivering outstanding educational outcomes, empowering pupils, parents, and staff to strengthen our community even further.

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Lunchtime Supervisory Assistant</b>
<b>Salary:</b>	<b>£13.06 per hour £25,208 Full Time Equivalent £5,785 per annum pro-rata</b>
<b>Base:</b>	<b>Curnow School Vacancies at Upper School, Lower School and Karder Hub</b>

<b>Main Purpose of Job:</b>
To assist and supervise individuals and groups of pupils during the lunch break, encouraging responsible and appropriate behaviour, activities and play, ensuring the safety of pupils.

<b>Main Duties and Responsibilities:</b>
<ul style="list-style-type: none"> <li>• To supervise children, in groups or individually in required ratios, during the lunch period in accordance with the school's pupil management, discipline, behaviour and anti-bullying policies, completing the necessary records with regard to any incidents</li> <li>• To interact positively with children to encourage them to engage in meaningful and constructive activities</li> <li>• To assist children in preparing for meals including hand-washing, helping children with the correct use of cutlery, promoting good table manners and encouraging children to eat a variety of foods.</li> <li>• To remain aware of children's food allergies, intolerances or other special dietary requirements and ensure such foods are avoided for the children concerned, with particular vigilance for children sharing packed lunches.</li> <li>• To assist children, where necessary, with matters relating to food, eating and/or personal hygiene, e.g. toileting.</li> <li>• To organise approved group activities and games for children as authorised by a member of the teaching staff, so as to enhance the development of children's learning and social integration. To remain aware of children with special educational needs and liaise with the appropriate teacher to ensure play activities are appropriate and safe for all children.</li> <li>• To ensure appropriate indoor activities are made available to children during wet lunchtime break periods which ensure safe behaviour of children during these periods.</li> <li>• To deal with and record emergencies that may occur in accordance with the school's procedures, and inform a member of the teaching staff/Headteacher in the event of an emergency.</li> <li>• To administer minor first aid (as trained) and assist with sick children where necessary, complying with the school's First Aid policies and procedures.</li> <li>• To report any issues to the appropriate Teacher relating to children's progress, achievements, behaviour or problems which may become apparent.</li> <li>• To undertake all duties and responsibilities with due regard to the school's Safeguarding and Child Protection Policy and, in particular, remain aware of intruders entering the school grounds.</li> <li>• To maintain confidentiality of information acquired in the course of undertaking duties for the school.</li> </ul>

**General – applicable to all Trust roles**

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the academy's and the Trust's pupils at all times
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance
- To adhere to Trust values and behaviours
- To be aware of and adhere to all Trust policies and procedures
- To be responsible for your own continuing self-development and attend meetings as appropriate
- To undertake other duties appropriate to the post as required

**Person Specification:**

	<b>Essential</b>	<b>Desirable</b>	<b>Recruiting method</b>
<b>Education and Training</b>	Maths and English GCSE grade C or above or equivalent or be able to demonstrate an equivalent level of knowledge	Basic First Aid Certificate	Application
<b>Skills and Experience</b>	Previous experience of working with children	Previous experience of working with children with special educational needs  Previous experience of working within a school environment or similar	Application/ Interview/ Assessment
<b>Specialist Knowledge and Skills</b>	Good communication skills  Ability to work as part of a team  Ability to prioritise between different demands  Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people  Demonstrates an awareness, understanding and commitment to equal opportunities		Application/ Interview/ Assessment
<b>Behaviours and Values</b>	Flexible, self-motivated & enthusiastic		Application/ Interview/ Assessment

### Special Conditions related to the post

***The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.***

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All employees will be required to undertake mandatory training required by the Trust.

### Trust Benefits

**Our Trust is committed to providing employee benefits that motivate and reward our employees.**

**Our benefits include:**

- A competitive salary
- Attractive terms and conditions including holidays
- Eligibility to join the local government pension scheme/Teachers pension scheme
- Family friendly policies
- Local and national discount schemes and initiatives
- Continued professional development support
- Flexibility to work across the Special Partnership Trust, the largest SEN provider in the county
- Support for staff wellbeing