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| Post title | Lunchtime Supervisory Assistant |
| Salary and grade: | Level 1 – Band C (£11.01 per hour) |
| Hours | 7.5 hours per week, term time only Fixed term until 31 st August 2023 |
| Line manager/s: | HLTA, L3 Teaching Assistant, Class Teacher members of the Senior Leadership team (SLT) and the governing body. |

Main purpose of the job:

To supervise pupils during lunchtime sessions. To actively support pupils by participating in structured leisure and play activities.

Key duties and responsibilities

Support for the pupils:

- To supervise pupils in classrooms, dining areas and in the playground, ensuring good, age appropriate behaviour (following individual behaviour management plans).
- To prepare food and feed pupils (following individual feeding programmes, generic and individual risk assessments).
- To support pupils in queuing, making choices and carrying food.
- To carry out a range of ancillary duties.
- To support pupils in working towards lunchtime PSHE targets.
- To assist with the disposal of food and used cutlery, and the cleaning and tidying of dining areas.
- To assist with toileting, changing and positioning pupils (including moving and handling).
- To participate in indoor and outdoor leisure and play activities.
To prepare pupils for the start of afternoon lessons.

Additional Support:

- To supervise complex feeding and care programmes, for examples, gastrostomy feeding and suctioning.
- To organise and lead a programme of lunchtime activities

Support for the school:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.

- Participate in training and other learning activities and performance development as required.
- To undertake other duties and responsibilities as required from time to time commensurate with the grade of the post.

Safeguarding

Nexus Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Information for Candidates

Visits are warmly welcomed, or alternatively you may like an informal and confidential conversation about the role.

Please contact Samantha Sayles on 01709 512088 or ssayles@nexusmat.org if you have any questions.

Nexus Multi Academy Trust is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment.

Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed.

This post involves working with children and therefore if successful you will be required to apply for a disclosure of criminal records check at an enhanced level and a barred list check. Further information about the Disclosure and Barring Service and can be found at www.gov.uk/disclosure-barring-service-check.

We are an equal opportunities employer committed to recruiting and retaining a diverse workforce.

To apply please complete an application form which can be found on our vacancy page - [Kelford Vacancies](#)

Completed application forms are to be returned via email or post to Samantha Sayles on kelford.vacancies@nexusmat.org or postal address: Oakdale Road, Kimberworth, Rotherham S61 2NU.

All candidates are advised to refer to the job description and person specification before making an application.

We reserve the right to close this vacancy early should we receive an overwhelming response.