Sherwood Foundation School
Sherwood Park Campus
Sherwood Hill Campus
Sherwood Manor Campus

Sherwood Foundation School

Job Description & Person Specification

Job Title: Lunchtime Support Assistant

Sherwood Foundation School is a Foundation Special School located in the London Borough of Sutton and made up of three campuses:
Sherwood Park Campus: This is a specialist school for learners aged 3 - 19 years who have severe, multiple and complex learning difficulties and/or disabilities. This includes learners who have highly complex access needs resulting from their physical and/or health conditions. All learners require high levels of adult support to access learning.
Sherwood Hill Campus: This is a specialist school for autistic learners aged 3 - 19 years who have multiple and complex barriers to learning, requiring high levels of support to access education and learning around their peers. Many of our learners may also have severe learning difficulties and /or struggle to maintain a regulated state for learning.
Sherwood Manor Campus: This is a specialist school primarily for Autistic learners aged 11 - 19 years who have moderate to severe barriers to learning. Most of our pupils can access a highly adapted formal learning environment with high levels of adult support. Some of our learners struggle to deal with the demands of an adult led learning environment so may need a highly individualised learning offer to meet their academic potential.
All staff are expected to work across all campuses as required.
All of our children have an Education Health and Care Plan and often have a number of dedicated professionals working with them in order to support them to reach their potential - we are very proud of our trans-disciplinary approach and place great emphasis on supporting our pupils to feel safe, well and emotionally regulated in order that they can achieve their best.
Sherwood Foundation School is a warm and friendly school, with high aspirations for our fantastic pupils

Job Description

Post reporting to: Senior Lunchtime Supervisor or Class Teacher

Overall Purpose of the Post

- To assist the Senior Lunchtime Supervisor, the Class Teacher and the school staff in supervising the pupils during the midday break.
- To ensure the health and safety of pupils at lunchtimes under the direction of the appropriate person.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.
- This role includes an important educational element in the support of the learners.

Main Duties & Responsibilities

- To supervise learners in the dining room, the classroom and the playground during the lunchtime period
- To supervise and work with groups of learners and with individual pupils on their feeding programmes and learning objectives, across the full age-range of pupils from Foundation Stage through to Further Education
- To adhere to the school Wellbeing (Behaviour) Policy, individual regulation profiles or Positive Behaviour Support (PBS) plans put in place.
- To work with learners on their independence and self-care procedures and support pupils who do not have the ability to help themselves. This will include washing hands and faces, changing pads/nappies and supervising pupils in the toileting areas.
- To physically support learners and push those who are in wheelchairs and special seating systems within school and also move and position some of the pupils. Guidance will be given as to the most appropriate way to do this.
- To offer general supervision of pupils and students throughout the school.
- To tidy/clean up in a satisfactory manner in each area that they work in.
- To maintain a very high standard of hygiene at all times.
- To work co-operatively and effectively under the supervision of the appropriate person and the senior management team as part of the school team.
- To act as a good role model for learners particularly for social skills, independence and play and leisure.
- To record information and pass it on to the relevant person, e.g., Senior Lunchtime Supervisor, Class Staff, Leadership team as appropriate and required.
- To support learners in using their individual communication systems and appropriate visuals at all times.
- To provide pupils with the opportunity to benefit from a language rich environment, encouraging pupils to talk to each other and to the adults, when appropriate.
- To adhere to Manual handling advice and the Health and Safety regulations and all School and Borough policies at all times.
- To participate in all in-service training sessions offered e.g., Safeguarding, Manual Handling, feeding skills, medical needs and foundation training.

The Lunchtime Support Assistant is required to be flexible regarding their working hours, by arrangement with the Senior Lunchtime Supervisor/Headteacher/Leadership team on occasion during the school year e.g., sports day, Christmas lunch, special events.
Lunchtime Support Assistants may be offered the opportunity to work additional hours as a Teaching Assistant, should they wish to as and when required by the Headteacher/Senior Management Team.
School employees are advised to have the Hepatitis B vaccination.
Sherwood Foundation School is a no-smoking school

SAFEGUARDING RECRUITMENT STATEMENT

Sherwood Foundation School is committed to equal opportunities, safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff and volunteers to share this commitment. All appointments are made subject to receipt of a completed application, satisfactory references and an Enhanced DBS check

Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the Job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.**

Criteria	Desirable/ Essential
Right to work in the UK	E
Experience of working with children and assisting them with feeding, toileting and self-care.	D
Ability to assist in supervising group and individual pupils in the dining room, the classroom and the playground during the lunchtime period.	E
Ability to take instruction and direction from the Headteacher, Senior Management Team, Class Teacher and the Senior Lunchtime Supervisor	E
A willingness to supervise, assist and implement self-care programmes across the full age- range of pupils from Foundation Stage through to Further Education.	E
Ability to supervise, assist and implement feeding programmes and pupil learning objectives relating to lunch time as well as adhering to any behaviour programmes relating to individual pupils.	E
Ability to physically support pupils including those in special seating and wheelchairs in moving around the school environment and willingness and ability to implement the positive and protective handling techniques as required within individual pupil behaviour management programmes.	E
Ability to work effectively, flexibly and supportively as a member of the school team.	E
Good communication skills to work well with pupils and staff	E
Ability to record information and pass it onto the relevant person, e.g., Senior Lunchtime Supervisor, Class Staff, Leadership team.	E
A willingness to adhere to Health and Safety Regulations, including those relating to Manual Handling and Positioning of pupils. Also, the ability to ensure that the environment is safe to work in.	E
A willingness to learn and use individual communication systems, i.e.: Core Vocabulary Board.	E
An understanding of the requirements around safeguarding children	E
A willingness to attend in-service training sessions as required.	E