**Lunchtime Supervisory Assistant**

Pay grade: A1

Hours: 10 per week - term time only.

Hours of work: Between 11.30 am – 1.30 pm - Inclusion Partnership sites may differ.

Responsible to: Midday Supervisor

Welcome to our school,

Broomfield SILC is a generic special school for pupils aged 2 to 19 years with 3 sites: our main site and 2 partnership sites at Windmill Primary and Rodillian Secondary. The SILC is based in the South of Leeds and caters for a wide range of needs from moderate learning difficulties; severe learning difficulties; complex and multiple learning needs; Autism and social and emotional and mental health needs. Some students have additional needs – physical; medical; speech and language; visual, hearing or sensory impairment.   We are a very popular choice for parents and carers and currently have 228 pupils on roll.

Broomfield secured a ‘Good’ Ofsted in March 2023 where inspectors commented that leaders have ‘**high ambitions**’ and ‘**high aspirations for all pupils**’ and that ‘**staff are proud to work in our school**’. I am very proud of our school community where staff are committed to supporting young people to fulfil their potential and prepare them fully for their future, particularly focusing on communication, independence, and emotional regulation.

Kathryn Bryan

Headteacher

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age, or disability.

**Safeguarding Recruitment Statement**

**The school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure.**

**Access:** The Broomfield main site and our partnership sites have disabled access facilities, including a lift.

For further details and recruitment pack please contact Broomfield South SILC by email [broomfield@broomfieldschool.org.uk](mailto:broomfield@broomfieldschool.org.uk) visit our website; [www.broomfieldschool.org.uk](http://www.broomfieldschool.org.uk)

or by telephoning 0113 277 1603

*Please note that Broomfield South SILC operates No Smoking or vaping policy*

**Role:**

To actively supervise the pupils in the dining room, playground and throughout the school premises during the lunchtime period.

**Main Duties:**

* Supervising and supporting pupils whilst they eat their lunch either in the dining room or classroom
* Assist with cutting up food/pouring liquids where appropriate
* Supporting pupils to develop their communication during lunchtime e.g. through use of symbols
* Supporting pupils with their lunchtime targets
* Supporting pupils to develop their independence during lunchtime e.g. supporting the use of a knife and fork
* Ensuring a good standard of hygiene and that all tables are wiped clean and water is available
* Ensure Health and Safety procedures are followed and that any spillages are attended to immediately and that the environment is safe for pupils
* Follow the school’s Safeguarding procedures in line with KCSIE and report any concerns to a DSL within 15 minutes
* Providing support to pupils who need support with personal care; in line with school policies and procedures
* Follow the school’s Positive Behaviour policy and principles and support pupils to make good choices during this time
* Support the ethos of the school and ensure that its main aims, of meeting pupils’ needs and raising their achievements, are met.
* Assist with lunchtime activities and clubs
* Engage in all relevant training and development appropriate to the role
* Respond to duty delegation as required by the Midday Supervisor
* To be responsible for safeguarding all pupils and promoting their welfare by adhering to all child protection procedures.

I acknowledge that I have seen and received a copy of the above job description

Name:

Signed: Dated: