

The Federation of Bedenham and Holbrook Primary Schools



Job Description: Specialist Pupil Support Assistant for Lunchtime (SPSA)

The Federation of Bedenham and Holbrook Primary Schools is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Main purpose

The Specialist Pupil Support Assistant for Lunchtime is a member of the school's **Lunchtime Team**, providing enhanced pupil support across an extended lunchtime period.

The role provides continuity of provision before, during and after the main lunchtime period, including enabling staff providing 1:1 support to take their statutory breaks.

The postholder will:

- Provide 1:1 and small-group support according to pupils' needs and the operational needs of the school
- Support pupils with regulation, communication, social interaction, independence, routines and transitions
- Provide personal or intimate care where required, in accordance with individual care plans and school procedures
- Supervise and support pupils during lunchtime, including in dining, play and classroom areas
- Work as an integral member of the Lunchtime Team to ensure lunchtime is safe, positive and well organised for all pupils

Specialist pupil support

- Build positive relationships with pupils and promote their independence and wellbeing
- Adapt communication and approaches according to individual pupils' needs
- Provide continuity of support for pupils with additional needs, including while their usual 1:1 or classroom support staff take statutory breaks
- Follow individual support plans, risk assessments, care plans and agreed strategies
- Support pupils with personal and intimate care where required, maintaining their dignity at all times
- Share relevant information or concerns with appropriate staff to support continuity of provision

Lunchtime supervision

- Supervise pupils in dining, play, classroom and other agreed areas
- Encourage pupils to eat and engage positively in play and social interaction, reporting concerns where appropriate
- Support pupils' safe and orderly movement between areas
- Encourage positive and inclusive play and help pupils to resolve difficulties
- Observe pupils and the environment and take appropriate action to minimise health and safety risks
- Be aware of and support pupils with identified medical, dietary, allergy or additional care needs
- Provide first aid for minor incidents where appropriately trained and record and report incidents in accordance with school procedures
- Undertake the usual supervisory and organisational duties of the Lunchtime Team when not providing identified specialist pupil support

The Federation of Bedenham and Holbrook Primary Schools



Job Description: Specialist Pupil Support Assistant for Lunchtime (SPSA)

Relationships and behaviour

- Promote positive relationships and behaviour in accordance with the Federation's Relationships and Behaviour Policy
- Support pupils to regulate their emotions and behaviour using agreed approaches
- Respond calmly and appropriately to dysregulation and take action to minimise risk of harm
- Follow agreed strategies and individual plans for pupils with additional needs
- Record and report significant incidents and provide appropriate handover to relevant staff

Safeguarding and professional responsibilities

- Work in accordance with statutory safeguarding guidance and the Federation's safeguarding and child protection policies
- Promote the safeguarding, welfare and safety of all pupils
- Report safeguarding concerns immediately in accordance with Federation procedures
- Maintain confidentiality and appropriate professional boundaries
- Work collaboratively with the Senior Lunchtime Supervisor, Lunchtime Supervisors, LSAs, teachers and other school staff
- Undertake training relevant to the responsibilities of the role
- Uphold and promote the ethos and values of the Federation

This job description is illustrative of the general nature and level of responsibility of the role and is not a comprehensive list of every task. The postholder may be required to undertake other duties appropriate to the level and nature of the role.

Person specification

CRITERIA	QUALITIES
Qualifications and training	Essential • Willingness to undertake relevant training, including safeguarding, first aid and training relating to pupils' additional needs Desirable • Relevant qualification or training in supporting children or young people • First aid, SEND, communication, regulation or pupil-support training
Experience	Essential • Experience of working with children or young people • Experience of supporting children with a range of individual needs • Experience of working effectively as part of a team Desirable • Experience of working within a school or educational setting • Experience of supporting pupils with SEND, including 1:1 or small-group support

The Federation of Bedenham and Holbrook Primary Schools



Job Description: Specialist Pupil Support Assistant for Lunchtime (SPSA)

Skills and knowledge	• Ability to build positive relationships with pupils and understand their individual needs • Ability to adapt communication and support according to individual need • Ability to support pupils with regulation, communication, social interaction and independence • Ability to follow individual support plans, risk assessments, care plans and agreed strategies • Effective communication and ability to share relevant information appropriately with colleagues • Ability to work collaboratively as part of the Lunchtime Team and wider school team • Ability to remain calm and respond effectively to challenging or unexpected situations • Understanding of safeguarding, confidentiality and professional boundaries
Personal qualities	• Patient, calm and sensitive to individual pupils' needs • Positive, resilient, reliable and flexible • Willing to support pupils with personal and intimate care where required • Committed to safeguarding, equality and inclusion • Able to work positively and collaboratively with colleagues • Committed to the Federation's values of Respect, Resilience and Aspiration

This job description may be amended at any time in consultation with the postholder.

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____