

The people behind
the magic.



JOIN OUR TEAM



Lunchtime Support Assistant

Salary: NJC 5 – 6 **Actual Salary:** £5,009 - £5,088 per annum.

Contract: Permanent. Term time only.

Hours: 8 hours 20 minutes per week. Monday to Friday 11.40am – 1.20pm.

Closing Date: Friday 9th October 2026 at 9am.

Start Date: As soon as your notice allows.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.



Together
Learning Trust

Innovating, Communicating, Empowering

Castle Hill is a specialist SEND school in Newsome, Huddersfield, serving learners aged 3 to 19 with complex needs, including profound and multiple learning difficulties, severe learning difficulties, autistic spectrum conditions, and multi-sensory impairments. All pupils have an education, health and care plan.

Our specialism is communication and interaction. Every aspect of how we teach, plan and support is shaped around helping students find their voice, develop independence and build the skills they need for life beyond school. No two timetables look the same, because no two students are the same.

Ofsted noted in November 2024 that our vision to 'innovate, communicate and empower' is not just a statement but a lived reality, with pupils thriving in an environment tailored to their individual needs. Staff at Castle Hill feel supported and valued, one colleague summed it up well: "Everything we do here is about wellbeing, we are a nurturing environment that cares for everybody."

Parents consistently highlight the progress their children make, particularly the growth in confidence and happiness they see over time.

We joined Together Learning Trust in February 2024 and that partnership has brought additional resources and expertise to build on what was already an outstanding school.



Castle Hill School is second to none. Their care and attention to my child's needs is exemplary."

- PARENT COMMENT - 2019

EXPLORE MORE



www.castlehillschool.org.uk



THE TRUST

When schools collaborate, incredible things happen.

Together Learning Trust is a group of schools that genuinely like working together.

That might sound like a small thing. It isn't. Nobody in our schools is working in isolation, trying to solve problems that someone two miles away has already solved. Expertise shared across nine schools belongs to all of them.

Primary schools, secondary schools, sixth forms and a special school that's around 5,800 young people across Calderdale and Kirklees. Rooted in West Yorkshire. Built around a belief that when schools work like this, something remarkable happens for children.

That belief comes from a clear set of values: integrity, excellence, and joy. Not about how children should live, but about how our Trust leads, how decisions get made, how people hold themselves to account and what it means to do this work well.

Each of our schools has its own identity, shaped by its community and its children. Being part of our Trust does not change that. It adds to it.

DAVID LORD, CHIEF EXECUTIVE OFFICER



"I believe that the support that schools can provide each other cannot be underestimated. Being part of the Together Learning Trust enables our schools to continue to flourish and develop within a supportive school focused community, where the expertise of those who have a hands on understanding of our children will lead the way forward."

**- LIZ WOODFIELD, HEADTEACHER,
MELTHAM MOOR PRIMARY SCHOOL**

EXPLORE MORE



www.togetherlearningtrust.co.uk

Together
Learning Trust

THE JOB

Lunchtime Support Assistant

Make a difference every day.

Are you caring, patient and passionate about supporting children and young people with additional needs? Do you want a rewarding role where you can help pupils feel safe, valued and successful every day?

We are seeking a dedicated **Lunchtime Support Assistant** to join our friendly and supportive school team. This is a fantastic opportunity to play a vital role in our pupils' day, helping to create positive lunchtime experiences that support their wellbeing, independence and social development.

You will work closely with pupils with a range of special educational needs and disabilities (SEND), supporting them during lunch, play and social activities while helping them to develop confidence, communication skills and positive relationships.

We are looking for someone who:

- Enjoys working with children and young people.
- Is kind, reliable, patient and approachable.
- Can remain calm and positive in a busy environment.
- Has strong communication and teamwork skills.
- Understands the importance of safeguarding and promoting pupil welfare.
- Is committed to inclusion and helping every pupil achieve their potential.

Experience of working with children with SEND, complex learning difficulties or in a school setting would be beneficial, but we welcome applications from individuals who share our values and are keen to learn and develop within a specialist educational setting.

What you'll get in return?

You'll be joining a school and Trust which is all about putting staff first – with numerous wellbeing initiatives and social events to enjoy each term!

In addition to this you will benefit from:

- Automatic enrolment to the West Yorkshire Pension Fund.
- A Supportive and forward-thinking Leadership Team.
- Working as part of a creative and supportive team who want the best for all of our students.
- Additional holidays linked to service.
- Eye Care.
- Annual Flu Vaccines.
- Home & Technology Scheme.
- Rewards and discounts.
- GP Online and Prescription Service.
- Your Care Wellbeing Platform & EAP.
- Lifestyle benefits & discounts.

Diverse perspectives and experiences are critical to our success, and we welcome applications from all people from all backgrounds with the experience and skills needed to perform this role.

If our school sounds like a place in which you could really make a difference, then we'd love to hear from you.

ROLE PROFILE | Lunchtime Support Assistant

Accountable to:	Headteacher
Accountable for:	n/a
Job Family:	Lunchtime Support
Salary:	(NJC 15-17)
Hours:	8 hours 20 minutes per week – Monday to Friday 11:40 – 13:20. Term Time Only

CORE PURPOSE

To provide safe, positive and well-supervised lunchtime experiences for pupils by preparing and maintaining eating, play and social areas, supporting pupils' eating, behaviour, communication, independence and wellbeing, and promoting calm, purposeful and inclusive social opportunities. The role involves responding sensitively to pupils' individual needs, including those arising from special educational needs and disabilities (SEND), helping pupils to feel safe, regulated and ready to learn.

Be committed to delivering high-quality performance each day to ensure our students and schools thrive. Be an ambassador for our Trust, its schools and students, always living by our values and expected behaviours and leading by example. Demonstrate credibility by consistently applying the technical expertise required for the role.

KEY DUTIES AND OUTCOMES

Each individual task will not be identified within the role profile; Employees will be expected to comply with all reasonable requests to ensure the role delivers the expected outcomes linked to its core purpose and accountabilities.

- ✓ **Lunchtime Dining Support:** Prepare dining areas, supervise eating, clear and clean spaces ensuring efficiency and safety.
- ✓ **Communication and SEND Support:** Support pupils with a range of communication, learning, sensory, physical and social-emotional needs, using agreed strategies, visual supports and communication systems to promote engagement, independence and positive interactions.
- ✓ **Play and Social Supervision:** Support purposeful indoor and outdoor activities that encourage pupils' social interaction, communication, physical activity and independence, adapting activities to meet individual needs.
- ✓ **Pupil Care and Wellbeing:** Provide personal care, feeding and physical support where required. Support pupils' emotional regulation, independence and wellbeing, responding calmly and appropriately to individual needs and behaviour support plans.
- ✓ **Health, Safety and Hygiene:** Check toilets, promote good hygiene and guide pupils safely between areas.
- ✓ **Safeguarding and Incident Management:** Report accidents, concerns or safeguarding issues immediately following procedures.
- ✓ **Flexibility and Team Contribution:** Work collaboratively and undertake reasonable duties to support lunchtime operations.

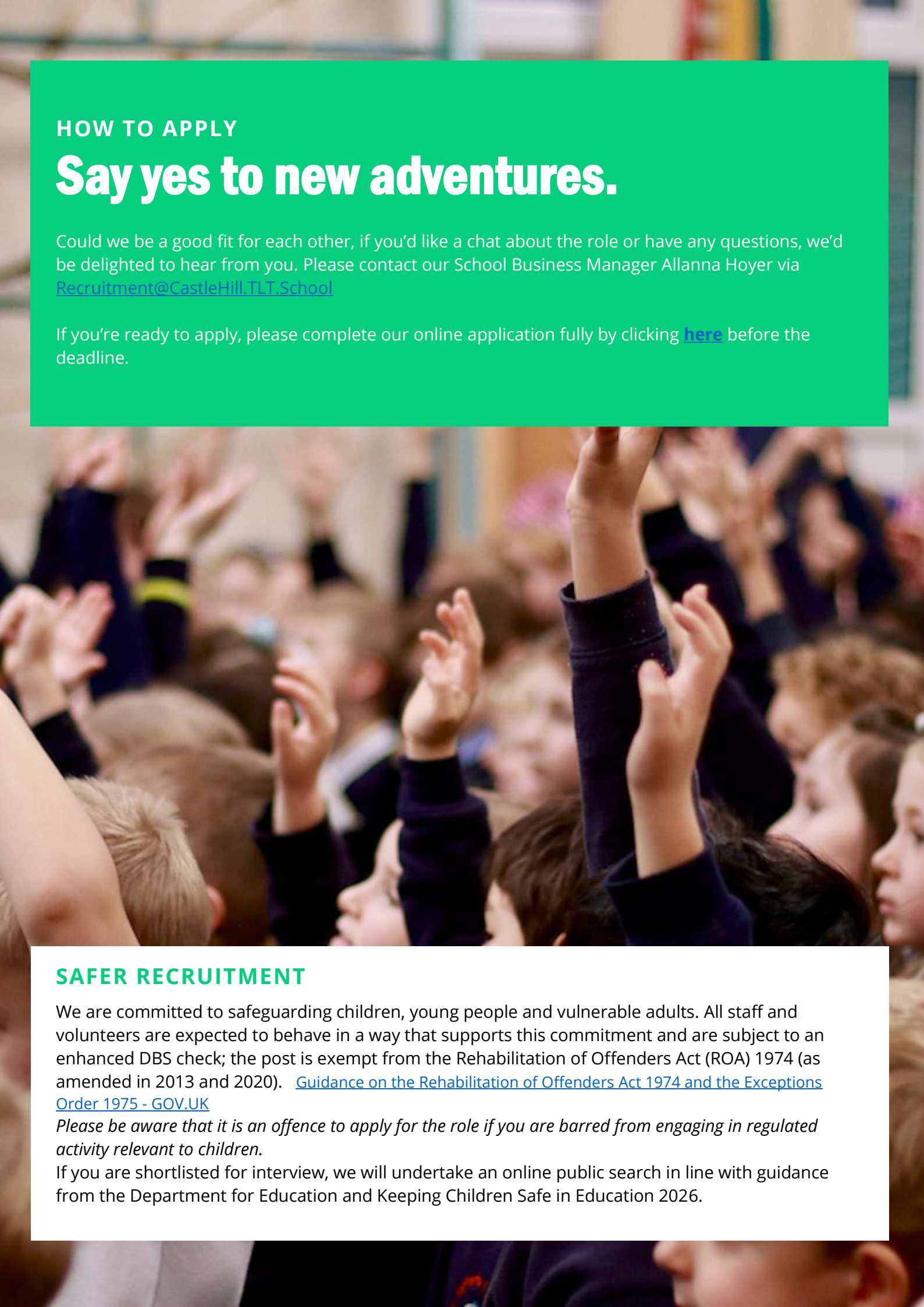
EXPECTED BEHAVIOURS

All employees are expected to conduct themselves in line with the essential behavioural competencies, including any additional leadership competencies related to their job family level. These competencies are designed to support high performance and provide clear behavioural expectations at every level. Through active engagement with our personal and professional development offering we expect everyone to develop their

skills and knowledge in line with our competency framework and the technical competencies outlined in the role profile. For more information on the behavioural competency framework please visit [Competency Framework](#).

PERSON SPECIFICATION

Experience and Qualifications Required	Essential	Desired
A good general education with pass grades (C/4) in English and Maths.		✓
Experience supervising children in a school setting.		✓
Experience working with children and supporting their wellbeing, with an understanding of safeguarding, Health & Safety and confidentiality/GDPR.		✓
Experience working with children or young people with SEND.		✓
Experience supporting pupils with complex learning difficulties.		✓
Reliable, approachable and able to respond sensitively to pupil needs.	✓	
Willingness to undertake paediatric or emergency first aid training.	✓	
Technical Skills Required		
Ability to maintain a safe and orderly lunchtime environment, ensuring dining and play areas remain calm, safe and well-supervised.	✓	
Ability to communicate effectively with pupils and colleagues, ensuring communications are consistently clear.	✓	
Ability to supervise groups of pupils safely across different areas with minimal disruptions and incidents.	✓	
Ability to work collaboratively and independently, communicating clearly and using good judgement.	✓	
Support pupils with complex medical, physical, sensory and communication needs in accordance with individual care plans, risk assessments and training provided.	✓	
Ability to build positive and trusting relationships with pupils with a range of additional needs.	✓	
Ability to support pupils' communication, emotional regulation and independence through consistent use of agreed strategies.	✓	
Ability to remain calm and respond appropriately to challenging situations or behaviours that may arise during unstructured times.	✓	
Understanding of the importance of dignity, respect, inclusion and safeguarding when supporting vulnerable pupils.	✓	

A background image showing a large group of children in a classroom, many with their hands raised, suggesting an interactive or enthusiastic environment.

HOW TO APPLY

Say yes to new adventures.

Could we be a good fit for each other, if you'd like a chat about the role or have any questions, we'd be delighted to hear from you. Please contact our School Business Manager Allanna Hoyer via Recruitment@CastleHill.TLT.School

If you're ready to apply, please complete our online application fully by clicking [here](#) before the deadline.

SAFER RECRUITMENT

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check; the post is exempt from the Rehabilitation of Offenders Act (ROA) 1974 (as amended in 2013 and 2020). [Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK](#)

Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

If you are shortlisted for interview, we will undertake an online public search in line with guidance from the Department for Education and Keeping Children Safe in Education 2026.