

Midday Care Assistant

ROLE INFORMATION PACK

Department	Across all departments
Place of Work	Severndale Academy (Monkmoor)
Application deadline	9am – Monday 5 th October 2026
Enquiries to	recruitment.severndale@lct.education
Applications to	recruitment.severndale@lct.education



Introduction and welcome

Thank you for your interest in the Midday Care Assistant role at the Learning Community Trust, based at Severndale Academy.

This is an exciting time to join our local, community-focused trust. The trust recognises the importance of enabling communication, independence, and enjoyment for life of all our learners. This role is a vital part of our journey to develop, improve and support our education services across the trust. As a key position, this role will support the personal needs of the learners throughout the day, including assisting with their personal welfare and the feeding of learners across the academy.

The role will work closely with, and be line managed by the lead pupil support assistant who will support and work with Midday Care assistants to support the personal needs of the learners. On a day-to-day basis, the role will work closely with the academy's leadership team to ensure the care is meeting their needs for our core business of educating young people.

It is vital that the potential candidate has a can-do attitude and is committed to their own personal development in an ever-changing landscape of education.

I am confident that the successful candidate will find tremendous support within the Learning Community Trust, where collaboration, innovation and continuous improvement are fundamental principles – ensuring that we offer the best service and experience to our young people in Telford and Shropshire.

Best wishes,
Lucy Lee
Executive Principal



About the trust

The Learning Community Trust is a multi-academy trust which spans education for children and young people from the age of 2 years old through to 16 years old, and up to 25 years old in our specialist settings. We have an excellent reputation both regionally and nationally and are proud to place our young people, staff and families at the heart of everything we do. We want our young people to thrive, enjoy school, and understand the importance of respect for others.

The Learning Community Trust exists because we have a commitment and passion for providing great academies for our communities. We acknowledge and celebrate the distinctness and individuality of each academy's community; we celebrate equality, diversity, inclusivity and individuality because we believe that we have far more in common than that which divides us.

The trust academies span across the education sector, with primaries, secondaries, and specialist academies. This means we are responsible for thousands of young people and staff across our campuses; we take that responsibility very seriously. Each academy is individual and has its own distinctive ethos. However, we all share the same Learning Community Trust value, to support all our young people to ensure that – regardless of their background or starting point – they can achieve exceptional educational outcomes.

Our absolute focus is to provide the highest quality of education and pastoral care in our academies, developing compassionate, caring, humble and inspirational young people who can thrive within an ever-changing global community.

Staff members across our trust benefit from a broad spectrum of training opportunities, including nationally recognised development programs, all tailored to support the specific needs of our academies and their personnel. Whether you are beginning your journey in education or are an experienced leader, we are here to ensure you reach your fullest potential.



Our Mission

Delivering an inclusive, compelling and transformative education that empowers young people, both in the classroom and beyond, preparing them for the rapidly changing world ahead.

Our Vision

Developing compassionate, resilient and inspirational young people who can thrive within an ever-changing global community.

Our Values

A trust with heart

Successful young people

Never leave a child behind

Learning for all

Thriving community

Respect for all

Together we are stronger

Coping with the challenges of life

About Severndale Academy

Severndale Academy is a large special school which is part of the Learning Community Trust, a multi-academy trust working across Shropshire and Telford.

Our provision is split across three sites, including our main Monkmoor site, our satellite provision working within the Mary Webb mainstream secondary school and also our 16-25 provision based at Shrewsbury College called Futures. Please take some time to look through the various parts of the website for more information.

Our children and young people are aged 2.5 to 25 and have a range of learning difficulties. These include moderate, severe, complex and profound learning difficulties, those with autism, complex medical conditions and physical and mobility difficulties. A number of our young people present behavioural difficulties arising from their condition; many have communication difficulties.

Our curriculum after the Foundation Stage (EYFS to Year 2) is arranged into Pathways 1, 2 and 3 to enable us to further tailor the curriculum to the strengths and needs of our learners. Please see our Curriculum page for further information.

Our vision is to ensure that the needs of all of our young people are 'truly met' and that we ensure learners leave Severndale being as independent as they can be and are also ready to access 'life beyond the school'. We focus on developing quality interactions, relationships and supporting positive communication, as well as providing high-quality learning experiences in a dynamic, creative, enjoyable and safe environment.



In essence... enabling communication, independence, and enjoyment for life.



Midday Care Assistant

ROLE PROFILE

Overview

While working under the instruction of the teaching staff and nominated teaching assistants, a Midday Care Assistant will support the personal needs of learners through play, assisting with their personal welfare and feeding of an individual or small group of learners. The Midday Care Assistant will work alongside and nurture a good relationship with teachers and teaching assistants, to identify and support the specific needs of the learners. Communication and people skills, as well as being flexible and dependable is required for this post, to meet the needs of the children.

The Midday Care Assistant will be responsible for:

- Participate in play activities, whilst learners are in recreation time
- To feed learners following plans and procedures where necessary
- To provide intimate care for children under the direction of classroom staff
- To be flexible and understanding within the working environment
- Attend to learners' personal needs including physical, hygiene and welfare matters
- Supervise and support learners ensuring their safety
- Establish constructive relationships with learners and interact with them according to individual needs
- Promote the inclusion and acceptance of all learners.
- Encourage learners to interact with others, and engage in activities
- Encourage learners to act independently as appropriate
- Be aware of learner problems / progress / achievements, and report to the teacher as agreed

- Be aware of and comply with all policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Contribute to the overall ethos, work and aims of the academy
- Participate in training and other learning activities and performance development as required
- Responsible to the Class Teacher, Department Lead, Assistant Principal and ultimately the Principal

Conditions of Service

To provide for the education and welfare of learners in accordance with the requirements of the Conditions of Employment for school support staff. Having due regard to the schools' aims and objectives and to adhere to the policies and procedures adopted by the Governors of the academy.

Person specification

QUALIFICATIONS AND EXPERIENCE

- Standard Level of Education
- First Aid Qualification (Desirable)
- Experience providing support with play, welfare and feeding of learners and students.
- Experience with working in an educational setting or other relevant environment. (desirable)
- Manual Handling qualification or experience. (desirable)
- Experience of working with vulnerable children and adults
- Experience of feeding learners by following plans and procedures (desirable)

SKILLS AND KNOWLEDGE

- Effective communication skills
- Ability to related to children, staff and parents.
- Ability to priorities
- Ability to work as part of a team
- Ability to work in an organised manner.
- Ability to relate well to young people and adults.
- Ability to build relationships.
- Ability to work under pressure and meet deadlines

- Self-motivated, enthusiastic, and reflective
- Flexible and dependable.
- Willingness to attend training/staff meetings.

Important

The Learning Community Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, children's barred and adult's barred list check and, where applicable, a prohibition from teaching check. An online social media check will be undertaken for all shortlisted candidates prior to interview. This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013, 2020 and 2023). Guidance on disclosing convictions can be found on the Ministry of Justice website [Ministry of Justice – GOV.UK](https://www.gov.uk/ministry-of-justice) Under the Immigration Act 2016, candidates for customer-facing roles must meet the necessary standard of spoken English. It is an offence to apply if barred from engaging in regulated activity relevant to children. Any offer of employment is subject to medical fitness, satisfactory references, right to work in the UK, satisfactory online checks and an Enhanced DBS check. Applicants must have current right to work visa status; this role does not support visa applications. CVs will not be accepted.

We are committed to Equality, Diversity and Inclusion and follow the Safer Recruitment practices as set out in the Statutory Guidance - Keeping Children Safe in Education (KCSiE).

For more information regarding our schools commitment to Safeguarding, please see our website for our school policies - [Policies and Public Documents | Severndale Academy](#)

Role details

Department	Pupil Support
Place of work	Severndale Academy
Reporting to	Lead Pupil Support Assistant
Tenure	Permanent, Term Time Only
Hours	10 hours per week. 11.30am - 1.30pm
Salary	£5,852 (LCT Scale 2)