



North East
Learning Trust

WE'RE LOOKING FOR
A LUNCHTIME
SUPERVISOR
TO JOIN OUR TEAM

Lunchtime Supervisor

Required for January 2020

Salary SCP 3 £15,187 (FTE) 10 hours per week

Term-time only Monday - Friday 12.00 - 2.00pm

Temporary until Easter 2020

North East Learning Trust and the Executive Headteacher of Hermitage Academy are seeking to appoint an enthusiastic, hardworking, flexible and committed person to join our dedicated team as a Lunchtime Supervisor. The successful candidate will be responsible for ensuring the well-being and assisting in the help and supervision of the children during lunchtimes.

We are looking for someone who:

- Has experience of supervising children
- Has knowledge and understanding of safeguarding
- Is able to work as part of a team and individually
- Is able to initiate games and activities appropriate to the age of the children
- Will encourage high standards of pupil behaviour at all times
- Is a positive role model to all members of our school community and promote our Rights Respecting Ethos
- Will maintain a safe and caring atmosphere for all of our children

Deadline:

Friday 6 December,

Shortlisting Friday 6 December with interviews taking place week commencing 9 December.

All visits to the school are warmly welcomed.

Please contact the school office on **0191 388 7176** to arrange a visit.

How to apply:

Letters of application should be no more than two sides of A4 and should be returned with application forms to faye.chase@nelt.co.uk or by post to Faye Chase, Hermitage Academy, Waldridge Lane, Chester le Street DH2 3AD

Job description

Responsible to

Headteacher / Facilities Manager

Job purpose

The Lunchtime Supervisory Assistant will be responsible for ensuring the wellbeing and assisting in the help and supervision of the children during lunchtimes.

Duties and responsibilities:

- Supervise entry/exit into/from the dining hall by the pupils.
- Ensure children maintain high standards of behaviour, reporting any cases of misbehaviour, as and when appropriate.
- Support children to adopt healthy lifestyles and promote our children's right to nutritious foods and help them to have enjoyable lunchtimes.
- To be a positive role model to all members of our school community in terms of speech, dress, behaviour and attitude.
- Maintain a safe and caring atmosphere for all of our children including clearing up all spillages during mealtime promptly.
- Assist in wiping up tables, chairs when necessary at end of the meal.
- Support activities when children are not in the hall for lunch – whether inside or out. Ensure pupils are kept safe at all times whilst in your care.
- Engage pupils in safe, enjoyable and creative activities.
- Perform basic first aid for minor incidents/accidents
- Maintain accurate and relevant incident/accident records.
- To attend any training courses relevant to the post, ensuring continuing, personal and professional development.
- Role requires working with a team.
- Provide pastoral care and support to sick and injured pupils taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents. Any further duties as requested by the Headteacher.

The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the time of post, but, in consultation with you, may be changed by the head of school to reflect or anticipate changes in the job commensurate with the grade and job title.

Person specification

	Essential	Desirable
Education / training	<ul style="list-style-type: none"> Knowledge and understanding of managing the behaviour of groups of children Knowledge and understanding of safeguarding Knowledge of health and safety 	<ul style="list-style-type: none"> Current First Aid Qualification Experience in an educational setting
Experience	<ul style="list-style-type: none"> Experience working with children 	<ul style="list-style-type: none"> Experience of supervising children
Aptitude and skills	<ul style="list-style-type: none"> Must be able to work as part of a team and individually Be able to inspire trust and confidence in children Be able to encourage high standards of pupil behaviour at all times Observe the boundaries of the role and respect confidential information Communicate effectively both verbally and in writing Initiate games and activities appropriate to the age of the children. 	<ul style="list-style-type: none"> Interact respectfully and promote our Rights Respecting School ethos ICT literate
Personal qualities	<ul style="list-style-type: none"> Remain calm under pressure Empathetic Well organised Able to communicate well with staff and children Resourceful Tolerant 	<ul style="list-style-type: none"> Willingness to attend wider curricular events

References:

Any relevant issues arising from references will be taken up at interview.

DBS and pre-occupational health:

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications with disabilities will be granted an interview if the essential job criteria are met.