

***Together for Children Sunderland, on behalf of:***

***SUNDERLAND CITY COUNCIL***

*Hylton Castle Primary School*

*Caithness Road*

*Hylton Castle*

*Sunderland*

*SR5 3RE*

*Tel: 0191 562 3299*

Website: www.hyltoncastleprimary.org.uk

Headteacher: Mrs Lisa Wood

**N.O.R. 231**

**Applications are invited for the position of**

**Lunchtime Supervisory Assistant x 2**

5 hours per week, permanent contract, term time only

Grade 1 - £18,426 pro rata

Required to start as soon as possible

*‘Dream, Believe, Achieve’*

We are looking for a reliable, enthusiastic, self-motivated, responsible and friendly lunchtime supervisory assistant to supervise pupils during lunchtime as part of a professional team and to ensure the well-being and safety of pupils, in line with the school’s policies and procedures.

Main Duties

* Offering care and support throughout lunchtime.
* Working as a team member under the direction of the Midday Supervisor.
* Taking responsibility for a group of pupils or an area as designated by the Midday Supervisor.
* Being responsible for the well-being and social interaction of the pupils during lunchtime.
* Assisting in the domestic care and general welfare of pupils in respect of toileting and changing; at meal times; and using specialist equipment where necessary (for which relevant training will be provided if required).
* Promoting good order and high standards of behaviour.
* Demonstrating flexibility in relation to covering different areas within the school.
* Supervising other activities during lunchtime including setting out and storing of relevant equipment.
* Ensuring the outside and inside areas are left tidy for the afternoon session.
* Reporting and documenting any accidents and incidents that occur during lunchtime in line with school policies and procedures.
* Being watchful of any potentially hazardous situations e.g. slippy floors etc. and reporting concerns to the Senior Lunchtime Supervisor.
* To maintain good order and discipline by following our policy for positive behaviour management.
* To attend training and INSET sessions as required by the headteacher.
* To follow all reasonable requests and instructions as directed by the Midday Supervisor.
* To encourage children to demonstrate good table manners.
* To encourage children to be polite at all times.
* To encourage children to use a knife and fork when eating meals.
* To encourage children to make healthy choices.
* To actively encourage children to engage in active play during the lunch-time period.
* To follow our ‘Procedures for Midday Supervisor and Supervisory Assistants’ policy.
* No member of staff is expected to shout at any pupil.

**General Requirements**

* Attending and participating in training and development courses as required.
* Attending meetings, liaising and communicating with colleagues in the school.
* Being an effective role model for the standards of behaviour expected of pupils.
* Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and local education authority.

Applications are welcome from suitably qualified practitioners.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a criminal record check from Criminal Records Bureau.

School safeguards and protects its students and staff by being committed to respond in accordance with Sunderland Local Safeguarding Board Procedures.

**How to apply:**

Application packs are available via email from the school office using the email address below. Please return completed applications to Mrs Lisa Wood, Headteacher: [info@hyltoncastleprimary.org.uk](mailto:info@hyltoncastleprimary.org.uk)

* The closing date for applications is **noon on Tuesday 1st September 2020**
* Short listing will be held on **Wednesday 2nd September 2020**
* Interviews will be held on **Friday 4th September**

If you do not hear anything within 6 weeks of the shortlisting date, please assume that you have been unsuccessful.

*Hylton Castle Primary School safeguards and protects its pupils and staff by being committed to responding in accordance with Sunderland Local Safeguarding Procedures. The above post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a DBS check from the Disclosure and Barring Service.*