



We're looking for a
**Lunchtime
Supervisor**
to join our team!

Lunchtime Supervisor

Required April 2020

Salary SCP 3 £15,187

North East Learning Trust and the Head Teacher of Diamond Hall Junior 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 can offer:

- a vibrant learning community with enthusiastic and engaging children
- a positive and caring ethos
- a team of hardworking, dedicated and friendly staff where everyone is valued
- a supportive and effective governing body
- a clear commitment to continuing professional development and an investment in future career development

The successful candidate will:

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

Deadline: 20th March 2020

Shortlisting will take place 24/03/2020 with interviews taking place 27/03/2020

How to apply:

Application packs can be downloaded from the website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to karen.oliver@diamondhalljuniors.co.uk or by post to Mrs Karen Oliver, Diamond Hall Junior Academy, Well Street, Sunderland, SR4 6JF

Job description

Post title:

Lunchtime Supervisor

Responsible to:

Deputy Headteacher

Job purpose:

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

Duties and responsibilities:

- Supervise the washing of hands of pupils.
- 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 and promote the school's Rights Respecting ethos.
- 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 play when children are not in the hall for lunch – whether inside or out.
- Ensure children are kept safe at all times whilst the children are in your care.
- Initiate games and activities where appropriate, whilst maintaining broad supervision.
- Engage pupils in safe, enjoyable and creative activities.
- Help all children to be included in play and to make appropriate choices and 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 children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents. Any further duties as requested, from time to time, by the class teacher or head teacher commensurate with the post.

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 & Safety 	<ul style="list-style-type: none"> • Current First Aid Qualification • Experience in an educational setting.
Experience	<ul style="list-style-type: none"> • Experience of 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.