



North East  
Learning Trust

WE'RE LOOKING FOR

A **LUNCHTIME**

**SUPERVISOR**

TO JOIN OUR TEAM



**DIAMOND HALL**  
Junior Academy

**Diamond Hall Junior Academy**  
Well Street  
Sunderland, SR4 6JF

0191 563 0975  
enquiries@diamondhalljuniors.co.uk  
[www.diamondhalljuniors.co.uk](http://www.diamondhalljuniors.co.uk)

# Lunchtime Supervisor

## Required as soon as possible

**SCP 4 £18,426 pro rata to hours worked (£4,844.91 per annum)**

**Term time only (39 weeks) 11:25pm to 1:35pm each day Monday to Friday**

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.

### 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:

**Friday 8 November 2019 at 12 noon**

Shortlisting will take place Friday 8 November 2019, with interviews taking place Monday 18 November.

All visits to the school are warmly welcomed.

Please contact the school office on **0191 563 0975** to arrange a visit.

### How to apply:

Application forms should be completed and returned with a supporting letter of no more than two sides of A4 to **karen.oliver@diamondhalljuniors.co.uk** or by post to Karen Oliver, Admin Services Manager, Diamond Hall Junior Academy, Well Street, Millfield, Sunderland SR4 6JF.



## Job description

### Responsible to

Deputy Headteacher

### Job summary:

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

### The key duties of this post will generally include:

- 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 post holder has common duties and responsibilities in the areas of:-  
Quality Assurance, Communication, Professional Practice, Health and Safety, Confidentiality and Induction

The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Academy or the Trust.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information.

The post holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies.

The post holder must comply with the Trust's Health and Safety rules and regulations and with Health and Safety Legislation.



## Person specification

	Criteria
Qualifications	<ul style="list-style-type: none"><li>• Knowledge and understanding of managing the behaviour of groups of children</li><li>• Knowledge and understanding of Safeguarding</li><li>• Current First Aid Qualification is desirable but not essential</li><li>• Knowledge of Health &amp; Safety</li></ul>
Experience	<ul style="list-style-type: none"><li>• Experience of supervising children</li></ul>
Skills and competencies	<ul style="list-style-type: none"><li>• Must be able to work as part of a team and individually</li><li>• Be able to inspire trust and confidence in children</li><li>• Be able to encourage high standards of pupil behaviour at all times</li><li>• Observe the boundaries of the role and respect confidential information</li><li>• Be able to communicate effectively both verbally and in writing</li><li>• Be able to initiate games and activities appropriate to the age of the children</li><li>• Interact respectfully and promote our Rights Respecting School ethos</li></ul>
Demands	<ul style="list-style-type: none"><li>• Remain calm under pressure</li><li>• Empathetic</li><li>• Well Organised</li><li>• Able to communicate well with staff and children</li><li>• Resourceful</li><li>• Tolerant</li></ul>

### **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.