



North East  
Learning Trust

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



**Browney Academy**  
Harle Street, Browney  
County Durham, DH7 8HX

0191 378 0562  
admin@browneyacademy.co.uk  
[www.browneyacademy.co.uk](http://www.browneyacademy.co.uk)

## Lunchtime Supervisor

### Required as soon as possible

**Salary: SCP 3 £15,187 (FTE) 7.5 hours per week. Monday - Friday 11:45-1:15pm, term time only.**

We 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
- Can encourage high standards of pupil behaviour at all times
- Can be a positive role model to all members of our school community and promote our Rights Respecting Ethos
- Can maintain a safe and caring atmosphere for all of our children

### Deadline:

**Friday 11 October 2019**

Shortlisting will take place on week commencing 14 October, with interviews taking place in the same week

All visits to the school are warmly welcomed.

Please contact the school office on **0191 378 0562** 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 [diane.woodlands@browneyacademy.co.uk](mailto:diane.woodlands@browneyacademy.co.uk) or by post to Diane Woodlands, Browney Academy, Harle Street, Durham. DH7 8HX.

## Job description

### Responsible to

Headteacher/ Facilities Manager

### Strategic 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 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.

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.

### **Conditions of employment:**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

To uphold the school's policy in respect of child protection and safeguarding matters. S/he shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.

The post holder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder. All members of staff are required to participate in the school's appraisal scheme.

## Person specification

	Essential	Desirable
Education / training	<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>Knowledge of Health &amp; Safety</li> </ul>	<ul style="list-style-type: none"> <li>Current First Aid Qualification</li> <li>Experience in an educational setting.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience of working with children.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of supervising children.</li> </ul>
Attitude and skills	<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>Communicate effectively both verbally and in writing</li> <li>Initiate games and activities appropriate to the age of the children.</li> </ul>	<ul style="list-style-type: none"> <li>Interact respectfully and promote our Rights Respecting School ethos.</li> <li>ICT literate.</li> </ul>
Personal qualities	<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>	<ul style="list-style-type: none"> <li>Willingness to attend wider curricular events.</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.