



**North East
Learning Trust**

**Lunchtime Supervisory Assistant
Diamond Hall Junior Academy**
Applicant information pack

Lunchtime Supervisory Assistant

Term Time

10 hours per week

**Actual Salary £4,217 per annum (SCP3)
(£18,562 full time equivalent)**

Diamond Hall Academy are part of the North East Learning Trust who support and encourage 7 - 11year olds in achieving their success in everything they do. We are looking to appoint a friendly, caring and enthusiastic Lunchtime Supervisory Assistant to join our team. Our vision is that every child experiences excellence every day.

This post is part time, term time only Monday to Friday 11.30am to 1.30pm. The successful candidate will supervise children during the lunchtime period around school, ensuring their safety and welfare at all times.

We are committed to:

- A vibrant learning community with enthusiastic and engaging children.
- A positive and caring ethos.
- An excellent learning environment and resources.
- A team of hardworking, dedicated and friendly staff where everyone is valued.
- A supportive and effective governing body.

The successful candidate will:

- have some experience of working with children
- be enthusiastic, patient and well-organised
- have a flexible approach to work
- be a team player
- encourage high standards of pupil behaviour at all times
- will engage pupils in activities that promote personal and physical development of pupils
- have ideas and a good sense of humour.

Deadline:

Closing date is 12 noon, Monday 12th April 2021. Shortlisting will take place w/c 12th April 2021 with interviews taking place week commencing 19th April 2021

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.marriott@diamondhalljuniors.co.uk or by post to Karen Marriott, Diamond Hall Junior Academy, Well Street, Sunderland, SR4 6JF.

Job description

Post title: Lunchtime Supervisory Assistant
Responsible to: Deputy Headteacher
Responsible for: Supervision of children during lunchtimes
Salary Band: SCP 3

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:

- To support children to adopt healthy lifestyles and promote our children's right to nutritious foods and help them to have enjoyable lunchtimes.
- To maintain a safe and caring atmosphere for all our children including clearing up all spillages during mealtime promptly.
- To ensure children maintain high standards of behaviour within school policy, reporting any cases of misbehaviour, as and when appropriate.
- To 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.
- To supervise the washing of hands of pupils.
- To supervise entry/exit into/from the dining hall by the pupils.
- To assist in wiping up tables, chairs when necessary at the end of the meal.
- To 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.
- To initiate games and activities where appropriate, whilst maintaining broad supervision
- To engage pupils in safe, enjoyable and creative activities
- To help all children to be included in play and to make appropriate choices and activities
- To perform basic first aid for minor incidents/accidents
- To maintain accurate and relevant incident/accident records

General

- To be part of the wider school team and be a team player
- To attend any training courses relevant to the post including, ensuring continual personal and professional development.
- To present oneself as a role model to pupils in speech, dress, behaviour and attitude.
- To comply with the requirements of the H&S at Work Regulation
- To comply with H&S, report incidents / accidents / hazards
- To be proactive to protect both yourself and other in H&S Matters

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

Person Specification

Lunchtime Supervisory Assistant

	Essential	Desirable
Education/Knowledge	<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 is desirable or willing to work towards
Experience	<ul style="list-style-type: none"> • Experience of supervising children 	<ul style="list-style-type: none"> • Experience of supervising groups of children
Aptitude and skills	<ul style="list-style-type: none"> • 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 • Be able to communicate effectively both verbally and in writing • Be able to initiate games and activities appropriate to the age of the children • Good organisational skills 	
Personal qualities	<ul style="list-style-type: none"> • Must be able to work as part of a team as well as on own initiative • Remain calm under pressure • Empathetic • Observant • Patient 	

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.