



Lunchtime Supervisor
Discovery Special Academy

Job Ref: DSA154



TEES VALLEY
EDUCATION
www.teesvalleyeducation.co.uk

Lunchtime Supervisor

Job title: Lunchtime Supervisor
Salary/Level: NJC POINT 2 - £18,198per annum. £2,576 pro rata)
Status: Term Time Only - Over 18 years only apply
Contract Hours 6.5 hours per week at Discovery



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Are you looking to start a career in schools well this could be the foot in the door that starts that journey

Tees Valley Education wish to appoint an enthusiastic, experienced and committed lunchtime supervisor. This position would be to work with children cross the primary age range.

Duties will include supervising children, both in the dining hall and playground, leading play activities and ensuring the safety, wellbeing and good behaviour of all our children. Ideally, the successful candidates will have experience of working with children within the primary age group. Experience of working with children with special educational needs would be desirable but not essential.

In return, we can offer you the opportunity to join a successful academy within a well-established trust. Both the trust and academy have a strong inclusive ethos and an inherent drive for quality. Discovery Special Academy is dedicated to delivering outstanding inclusive practice through a culture of co-production, experiential learning and growth, where parents and professionals work together to support the holistic development of the child. Our children are proud academy citizens, care for each other, are focused on learning and enjoy coming to school. We have an incredibly strong team and thrive on working together to improve access to education and outcomes for our children.

Applications are invited from prospective candidates who are able to demonstrate that they are able to meet the essential criteria set out in the person specification and who have the vision, values and tenacity to join an outstanding team and help continue the journey towards excellence.

Tees Valley Education Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS check.

Application packs can be downloaded or printed directly from the Trust website www.teesvalleyeducation.co.uk or requested from the academy. Only applications on Trust's official application form will be accepted.

If you are submitting your completed application form by e-mail via Recruitment@tved.org.uk please be aware that the academy cannot be responsible for any formatting anomalies when printing. Hand written or electronic printed copies should be posted or hand delivered to the following address for the attention of Miss Jennifer Duncan:

Discovery Special Academy
C/ O Brambles Primary Academy
Kedward Avenue
Brambles Farm
Middlesbrough
TS3 9DB

If you have any queries about the application process or the position please feel free to contact Carole Tonner, Academy Business Manager, on 01642 248333 or email DICTonner@tved.org.uk.

Tees Valley Education - Job Description – Lunchtime Supervisor

Job purpose: Applicants should be able to competently undertake the care, physical support, and supervision of children aged between 4 and 11 years old

Dinner Hall Responsibilities	<ul style="list-style-type: none"> • Ensuring good behaviour and calm atmosphere • Behaviour management • Support pupils, as appropriate, while they are eating their dinner. • Being aware of pupils on special or restricted diets for medical reasons • Assisting pupils with cutting up food, pouring liquids etc. where necessary • Encouraging social skills and good table manners, ensuring safety with knives and forks • Ensuring pupils tidy/clear up in a satisfactory manner • Cleaning up spillages • Supporting children with intimate care if needed • Sharing responsibility with other lunchtime supervisors and/or teachers for the maintenance of order and discipline in the dining hall area.
Outdoor Play	<ul style="list-style-type: none"> • Ensure pupils are adequately dressed for the weather conditions • Direction of pupils to the playground and supervision of their activities and behaviour, ensuring their safety and wellbeing, providing emotional support where necessary • Ensuring safe play in line with the academy policy by engaging in, and modelling, a range of play activities to motivate and enthuse pupils during their lunchtime. • Preventing behaviour issues, being aware of changes in friendships, encouraging socialising, play etc. • Behaviour management. • Supervision and control of pupils inside the premises when they are not allowed outside due to bad weather
Ancillary	<ul style="list-style-type: none"> • Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the Academy's agreed procedures
Safeguarding Children	<ul style="list-style-type: none"> • Tees Valley Education is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks • To follow the child protection procedures adopted by the academy
Personal Skills and attributes	<ul style="list-style-type: none"> • Excellent interpersonal skills • Have the ability to communicate effectively with both adults and children. • Successfully supervise pupils, both in the dining hall and whilst playing on the yard. • Have a good understanding of how to care for children. • Demonstrate a proven track record of working successfully as part of a team. • Flexible and adaptable, even under challenging situations • Actively promote the ethos of the academy
The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.	

SAFEGUARDING CHILDREN

The Trust, and its academies, are committed to Safeguarding and Promoting the Welfare of all children. We recognise that some children *may* be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances.

The Trust's Child Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.

Everyone who works with children has a responsibility for keeping them safe. No single practitioner can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action

Working Together to Safeguard Children DfE 2018

The Trust pays full regard to DfE guidance 'Working Together to Safeguard Children DfE 2018'. Anyone who works for the Trust, who is likely to be perceived by children as a safe and trustworthy adult (including volunteers and staff employed by contractors), is subject to appropriate checks in line with current legislation and best practice.

Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking checking details with the Disclosure and Barring Service.

EXPLANATORY NOTES

Applications will only be accepted from candidates completing the Trust's Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted.

Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced CRB checks and DBS checks.

Candidates should be aware that all posts in Tees Valley Education involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post.

Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may be answered 'not applicable' if your duties have not brought you into contact with children or young people.

Interview Process

After the closing date, short listing will be conducted by a panel, who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

As part of the DBS application and as a form of identification, all candidates invited to interview must bring the following documents:

Route 1 – 3 documents (at least 1 must be from Group 1, the other 2 can be from any group)

Route 2 – 3 documents (1 from Group 2a and 2 from 2a or 2b, plus External ID check)

One document must confirm the applicant's date of birth and another confirm the current address. In addition to the above, if you are successful, you will be required to conduct an external ID check (this is an automated process completed online).

Route 3 – 5 documents (birth certificate and 4 other documents - 1 from 2a and 3 from Group 2a or 2b)

One document must confirm the applicant's current address

Group 1 – Primary Identity Documents	
Current valid passport (UK or overseas)	Biometric Residence Permit (UK)
Current driving licence - photocard & counterpart (where applicable). (UK, Isle of Man, Channel Islands and EU – full or provisional)	Birth certificate – issued at time of birth (UK, Channel Islands – including those issued by UK authorities overseas)
Adoption Certificate (UK & Channel Islands)	
Group 2a – Trusted Government Documents	
Current driving licence - photocard (UK and overseas)	Current driving licence – paper (UK and EU)
Birth certificate – issued any time after birth (UK & Channel Islands)	Marriage/civil partnership certificate (UK & Channel Islands)
Fire Arms Licence (UK & Channel Islands)	HM Forces ID Card (UK)
Group 2b – Financial & Social history documents	
Mortgage statement (UK or EEA)	P45/60 Statement
Bank/Building Society Statement (UK)	Council Tax statement
Credit Card Statement (UK or EEA)	Work Permit/Visa (UK)
Financial Statement, eg Pension, investments (UK)	Sponsorship letter from employer (outside UK)
Benefit statement, eg child allowance, pension (UK)	Utility Bill
EU National ID card	Cards carrying PASS accreditation logo
Letter from Head Teacher or Principal	
A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK & Channel Islands), eg from the Department for Work and Pensions, the Employment Service, HMRC, Job Centre, Social Security, etc.	
ID validation must be attempted in order. If you are unable to validate via Route 1, move to Route 2, if unable to validate Route 2, move to Route 3.	

Failure to meet any of the above routes may mean that you will be sent for fingerprinting by the Police which you should be aware is likely to cause delay to the DBS application process and subsequently the recruitment process.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references for candidates that are shortlisted for interview and may also approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory DBS check
- Verification of professional status such e.g. QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

HOW TO APPLY

To apply please complete the Tees Valley Education application form. Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

Applying:

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Closing Date: **Monday 30th Sept 2021 at 9:00am**

Shortlisting: **Monday 30th Sept 2021**

Interviews: **week beginning 1st Oct 2021**

