



**North East  
Learning Trust**

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

# Lunchtime Supervisory Assistant

**Permanent**

**10 hours per week**

**Monday to Friday 11.30am – 1.30pm**

**School Term Time Only**

**Grade 1 SCP3**

**Salary £5,307 per annum**

**(FTE Salary £22,737 per annum)**

Diamond Hall Junior Academy is part of the North East Learning Trust and is seeking to appoint a Lunchtime Supervisory Assistant to join our dedicated team.

Diamond Hall Junior Academy is a positive and happy school where the development of the whole child is paramount. As a team, we ensure children are given every opportunity to thrive in an environment of high aspirations, care and mutual respect. Their work is valued and celebrated and all children, regardless of their abilities are of equal worth.

The postholder will supervise our children over the lunchtime period to maintain a safe and caring atmosphere for all our children; as well as supporting children to adopt healthy lifestyles and promote nutritious foods and help them to have enjoyable lunchtimes.

Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

## **We are committed to:**

- A vibrant learning community with enthusiastic and engaging students
- 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

## **We will offer you:**

- National Terms and Conditions of Employment (Green Book)
- Local Government Pension
- Up to 1 day paid leave for staff wellbeing
- Lifestyle Savings – range of discounts from top retail brands
- Discounted gym membership
- 24/7 Employee Assistance Programme and wellbeing portal

## **The successful candidate will:**

- Have some experience of supervising children
- Have an awareness of Safeguarding in a school environment
- Have good verbal communication
- Be proactive
- Have a flexible approach to work.

**Deadline: Friday 12th July with shortlisting on 15th and interviews on 17th July**



### **How to apply:**

Application packs can be downloaded from our website.

Please return completed application forms to [lauren.heslop@diamondhalljuniors.co.uk](mailto:lauren.heslop@diamondhalljuniors.co.uk) or post to Diamond Hall Junior Academy, Well Street, Sunderland, SR4 6JF.

You can, if you wish, submit a covering letter to support your application; please do not submit a CV unless it is to complement your application form.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.



# Job description

|                         |   |
|-------------------------|---|
| <b>Post title:</b>      | Lunchtime Supervisory Assistant           |
| <b>Responsible to:</b>  | Deputy Headteacher                        |
| <b>Responsible for:</b> | Supervision of children during lunchtimes |
| <b>Salary Band:</b>     | Grade 1 SCP3                              |

## Job Purpose:

The Lunchtime Supervisor 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"> <li>• Knowledge and understanding of how to manage the behaviour of groups of children</li> <li>• Basic knowledge and understanding of Safeguarding</li> <li>• Basic knowledge of Health and Safety</li> </ul>   | <ul style="list-style-type: none"> <li>• Current First Aid Qualification is desirable or willing to work towards</li> </ul> |
| Experience          | <ul style="list-style-type: none"> <li>• Some experience of supervising children</li> </ul>   | <ul style="list-style-type: none"> <li>• Experience of supervising groups of children</li> </ul>                            |
| Aptitude and skills | <ul style="list-style-type: none"> <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> </ul> | <ul style="list-style-type: none"> <li>• Good organisational skills</li> </ul>  |
| Personal qualities  | <ul style="list-style-type: none"> <li>• Must be able to work as part of a team as well as on own initiative</li> <li>• Remain calm under pressure</li> <li>• Empathetic</li> <li>• Observant</li> <li>• Patient</li> </ul>   |   |

### References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

### DBS:



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.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

**Pre-occupational health:**

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

**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.

Applicants with disabilities will be granted an interview if the essential job criteria are met.

