



**North East
Learning Trust**

**Lunchtime Supervisor
Sacriston Academy**
Applicant information pack

Lunchtime Supervisor

Permanent

Required as soon as possible

7 hours 30 minutes per week

Grade 1 SCP 3 £3,980 per annum pro rata

£22,737 annum FTE

Term Time Only (38 weeks per school year)

Sacriston Academy is a part of the North East Learning Trust and are seeking to appoint a Lunchtime Supervisor to join our dedicated team.

Sacriston Academy is a happy and welcoming primary school rooted in the heart of the community. We aim to ensure that every child leaves Sacriston Academy excited about learning and determined to succeed. We want to equip each child with confidence, resilience and the social skills necessary to become aspirational citizens of a changing world.

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
- Access to Local Government Pension Scheme
- 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:

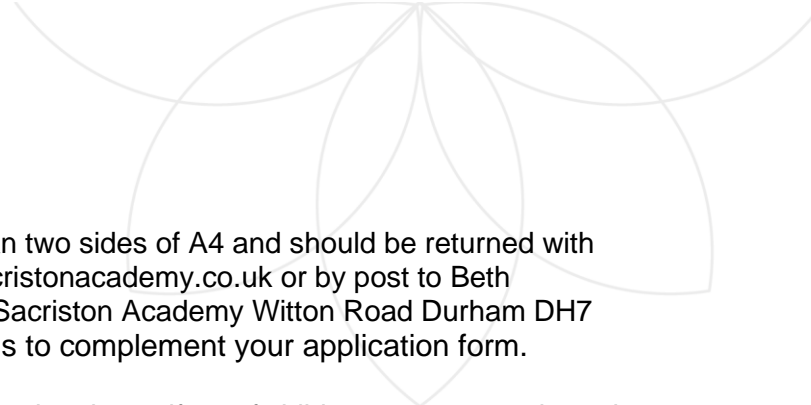
- Enjoy working with children
- Have knowledge and understanding of managing behaviour of groups of children
- Have knowledge and understanding of safeguarding
- Have experience of supervising children
- Have a flexible approach to work.

Deadline: Friday 26th April 2024 12pm noon
Shorting taking place: Tuesday 30th April 2024
Interviews taking place: Friday 3rd May 2024

How to apply:

Application packs can be downloaded from our website.





Letters of application should be no more than two sides of A4 and should be returned with application forms to bethany.brockwell@sacristonacademy.co.uk or by post to Beth Brockwell, Primary Senior Office Manager, Sacriston Academy Witton Road Durham DH7 6LQ. 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

Post title:	Lunchtime Supervisor
Responsible to:	Headteacher / Primary Senior Office Manager
Responsible for:	Supervision of children during lunchtimes
Salary Band:	Grade 1 SCP 3

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 clean hygiene 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 for all children
- To perform basic first aid for minor incidents/accidents
- To report and maintain accurate and relevant incident/accident records

General

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 any 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 Supervisor

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> • Knowledge and understanding of managing 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 or willing to work towards
Experience	<ul style="list-style-type: none"> • Experience of supervising children 	
Aptitude and skills	<ul style="list-style-type: none"> • Have the ability to encourage high standards of pupil behaviour at all times • Have the ability to observe 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 • Must be able to work as part of a team as well on own initiative 	
Personal qualities	<ul style="list-style-type: none"> • Remain calm under pressure • Empathetic • Observant • Patient 	



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.

