



**North East  
Learning Trust**

**Lunchtime Supervisory Assistant**  
**Hermitage Academy**  
Applicant information pack

# Lunchtime Supervisory Assistant

**Required November 2021**

**10 hours per week - 12:00pm-14:00pm**

**Fixed Term until 31<sup>st</sup> August 2022**

**Salary Grade 1, SCP1-SCP3 £17,842-£18,562 (FTE)**

**£4,145-£4,313 (Actual)**

The North East Learning Trust are seeking to appoint a Lunchtime Supervisory Assistant. This appointment will be based in Hermitage Academy where we have an exciting opportunity for you to join a school that is undergoing a transformation. Hermitage Academy is a mixed 11-18 comprehensive school. It has over 1000 students from Chester-le-Street and the surrounding areas.

Our vision is simple and is shared by all schools across the North East Learning Trust family. It is that every child experiences excellence every day.

Our primary aim is for each young person to be both courageous and caring, resilient and determined as they strive for excellence.

## **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 can offer:**

- National Terms and Conditions of Employment (NJC Green Book).
- Local Government Pension Scheme.
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year

**Deadline: Monday 1<sup>st</sup> November 2021**

**Interviews: Week commencing Monday 1<sup>st</sup> November 2021**

## **How to apply:**

Please could you complete and return the application form together with a supporting letter to the school by **Monday 1<sup>st</sup> November 2021**. The letter should outline the reasons why you wish to work at the North East Learning Trust and Hermitage Academy, what you would bring to the post, and the experience and attributes that have prepared you to take on the role.

Application forms should be completed and returned with a supporting letter of no more than two sides of A4 to [samantha.lish@hermitageacademy.co.uk](mailto:samantha.lish@hermitageacademy.co.uk) or by post to Samantha Lish (Support Services Manager), Hermitage Academy, Walldridge Lane, Chester-le-Street, DH2 3AD.



# Job description

**Post title:** Lunchtime Supervisory Assistant  
**Responsible to:** Deputy Headteacher  
**Responsible for:** Supervision of students during lunchtimes  
**Salary Band:** Grade 1 SCP1 – SCP3

## Job Purpose:

The Lunchtime Supervisory Assistant will be responsible for ensuring the well-being and assisting in the help and supervision of students during lunchtimes.

## Duties and Responsibilities:

- To support students to adopt healthy lifestyles and promote our student's right to nutritious foods
- To maintain a safe and caring atmosphere for all our students including clearing up all spillages during mealtime promptly.
- To ensure students 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 students taking appropriate action as necessary ensuring school office staff are fully informed of incidents and accidents.
- To supervise entry/exit into/from the dining hall by the students.
- Ensure students are kept safe at all times whilst in your care.
- 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 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 Supervisor Assistant

|                     | Essential  | Desirable   |
|---------------------|--|---|
| Education/Knowledge | <ul style="list-style-type: none"> <li>• Knowledge and understanding of managing the behaviour of groups of students</li> <li>• Knowledge and understanding of Safeguarding</li> <li>• 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>• Experience of supervising students</li> </ul>   | <ul style="list-style-type: none"> <li>• Experience of supervising groups of students</li> </ul>                            |
| Aptitude and skills | <ul style="list-style-type: none"> <li>• Be able to inspire trust and confidence in students</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>• 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:

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.

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