



**North East
Learning Trust**

Lunchtime Supervisory Assistant
Hermitage Academy
Applicant information pack

Lunchtime Supervisory Assistant

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

Term Time Only

Fixed Term until 31st August 2022

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

£4,145-£4,313 (Actual)

The North East Learning Trust is 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: Wednesday 19th January 2022

Interviews: Week commencing Monday 24th January 2022

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 Samantha.Lish@hermitageacademy.co.uk or by post to Samantha Lish, Support Services Manager, Hermitage Academy, Waldrige Lane, Chester-le-Street, DH2 3AD. Please do not submit a CV unless it is to compliment your application form.

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

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

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 check is 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.