



**North East  
Learning Trust**

**Lunchtime Supervisor**

**Diamond Hall Junior Academy**  
Applicant information pack

**Lunchtime Supervisory Assistant  
Permanent  
10 hours per week  
Monday to Friday 11:30am – 1:30pm  
Term Time only  
Grade 1 SCP3  
£22,737 per annum FTE  
Actual Salary £5307.00 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

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



**How to apply:**

Application packs can be downloaded from our website.

Application forms should be returned to [lauren.heslop@diamondhalljuniors.co.uk](mailto:lauren.heslop@diamondhalljuniors.co.uk) or by post to Lauren Heslop, School Office Manager, 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

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

## Job Purpose:

The Lunchtime Supervisory Assistant will be responsible for ensuring the wellbeing and assisting in the help and supervision of children during lunchtimes.

## Duties and Responsibilities:

- To Support the children to adopt healthy lifestyles and promote our children's right to nutritious food and help them to have enjoyable lunchtimes.
- To maintain a safe and caring atmosphere for our children including cleaning up all spillages during mealtime promptly.
- To ensure children maintain high standards of behaviour within the 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 of tables, chairs where necessary at the end of the meal.
- To support play when children are not in the hall for lunch – wether 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

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/training	<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 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 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.

