



**North East  
Learning Trust**

**Lunchtime Supervisor  
Teesdale School & Sixth Form**  
Applicant information pack

# Lunchtime Supervisor

## Required September 2022

5 hours per week, term time  
Monday – Friday 12.05pm – 1.05pm  
Grade 1, SCP 1 – 3  
£9.50 - £9.79 per hour  
(Actual Annual Salary - £2129 - £2194)  
Permanent

Teesdale School and Sixth Form is part of the North East Learning Trust and are seeking to appoint a Lunchtime Supervisor to join our dedicated team. This is an exciting opportunity for the right candidate to join a close and talented team who together, ensure students receive excellence every day.

Teesdale School and Sixth Form was rated as 'Outstanding' by Ofsted in June 2019.

We have 700 children across Key Stages 3 and 4 and Post-16. Our small size means that you can really get to know your students; know who they are; their aspirations, ideas, talents and dreams, bringing out the best in them, helping to champion their ambitions and give them a great start in life.

Nestled in Barnard Castle in the spectacular Teesdale countryside and imprinted with the historic values of the Dales and our close-knit community, Teesdale School is a place where traditional values of kindness, respect and hard work take precedence. Within 30 minutes of both Darlington and Durham and just over an hour from York and Newcastle, our idyllic yet convenient location affords our staff an enviable quality of life.

### 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

### The successful candidate will:

- Ensure the security, safety and wellbeing, and supervision of the pupils of the school
- Promote their social, emotional and physical development during the lunch time period.

**Deadline:** Monday 4<sup>th</sup> July 2022, 9am

**Interviews:** To be confirmed

### **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 by email with application forms to [tracy.tuck@teesdaleschool.co.uk](mailto:tracy.tuck@teesdaleschool.co.uk) or by post to Tracy Tuck, PA to the Leadership Team, Teesdale School, Prospect Place, Barnard Castle, Co Durham DL12 8HH. Please do not submit a CV unless it is to compliment your application form.

# Job description

<b>Post title:</b>	<b>Lunchtime Supervisor</b>
<b>Responsible to:</b>	<b>Assistant Headteacher</b>
<b>Responsible for:</b>	<b>Providing Lunchtime Supervision of Students</b>
<b>Salary Band:</b>	<b>Grade 1, SCP 1 – 3</b> <b>£9.50 - £9.79 per hour</b> <b>(Actual Annual Salary - £2129 - £2194)</b>
<b>Contract:</b>	<b>Permanent</b> <b>5 hours per week, term time</b>
<b>Working Hours:</b>	<b>Monday – Friday 12.05pm – 1.05pm</b>

## Job purpose:

To ensure the security, safety and wellbeing, and supervision of the pupils of the school and to promote their social, emotional and physical development during the lunch time period.

## Duties and responsibilities:

- To supervise children anywhere on the school premises during the lunchtime break
- To during the required timetabled lunchtime hours
- To work as a team to secure the safety, welfare and good conduct of children
- To circulate within your allocated area of supervision, managing behaviour, report incidents
- Caution for misbehaviour, report through procedures
- Move students on from stairways and from unsupervised classrooms
- Ensure children do not leave the School Premises without permission
- Monitor playing fields and prevent access to neighbouring sports centre
- Provide a welcoming environment to visitors and ensure they report to reception
- Communicate effectively with colleagues, only in exceptional need vacate area of supervision
- To have full regard for and working within the schools policies for
  - equal opportunities
  - child protection
  - racial equalities
  - bullying and harassment
  - site security
  - on site visitor policy
- Undertake training and professional development as required

## 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

	Essential	Desirable
Qualifications/Attainment	<ul style="list-style-type: none"> <li>• Ability to communicate clearly and engage with students and staff.</li> <li>• Ability to work effectively as a part of a team.</li> <li>• Ability to motivate and positively interact with students.</li> <li>• React calmly and appropriately in an emergency, with the health and safety of both students and staff a prime concern.</li> <li>• Ability to maintain confidentiality.</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid certificate</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of children or young people</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of lunchtime supervisory role or experience of working with children in a school environment</li> <li>• Experience of working effectively as a member of a team</li> </ul>
Aptitude, knowledge and skills	<ul style="list-style-type: none"> <li>• Promote and maintain good relationships with children and staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work within the School's policies and guidelines</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Reliable and motivated.</li> <li>• Calm and patient.</li> <li>• Positive and enthusiastic.</li> <li>• Good role model.</li> <li>• Approachable.</li> <li>• Good sense of humour.</li> </ul>	<ul style="list-style-type: none"> <li>• A desire to work within the ethos of the school and to positively promote the school within the community.</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 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.