

Andover Way
Middlesbrough
TS89HL

Tel: 01642 591053

Email: office@viewleyhill.org.uk

www.viewleyhillacademy.co.uk

Head Teacher: Mrs K Barkley



Viewley Hill Academy: Lunchtime Supervisor

Grade: NJC Point 3 **Salary** £11.79 per hour

Hours and Working Pattern 5 hours per week. Term Time Only

Viewley Hill Academy is looking to appoint a caring, enthusiastic, conscientious and self-motivated person who would like to provide a key role in supporting our children over the lunchtime period.

We are looking for a well-motivated person to supervise our children at lunchtime, actively engage them in positive play experiences and maintain high standards of behavior and safeguarding. We are very proud of our school and so we especially want someone who will really care for our children and become a positive member of our school community.

We are looking for someone who:

- Has excellent interpersonal skills, dedication and commitment to the care and safeguarding of our children.
- Be a role model to children, engaging and encouraging them to be their very best.
- Be a hands-on individual who can develop and implement systems/procedures as well as maintain current ones.
- Will be involved, and be part of the whole school community

We can offer you:

- Welcoming, friendly, dedicated and supportive staff
- A committed and forward-thinking team that put the children at the centre of school improvement
- An excellent learning environment and a strong community ethos
- A leadership team who are committed to professional development

Visits:

Visits to Viewley Hill are welcomed and can be arranged through the school office on 01642 591053 or via office@viewleyhill.org.uk

Disclosure:

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service) and pre-employment checks will be undertaken before an appointment is confirmed.

Application Process:

Application forms are available from, and should be returned to, the academy. This can be by email, post or hand delivered. Applications should be returned directly to Mr L Cody, our Office Manager. Please telephone the office or email office@viewleyhill.org.uk for any further detail.

Alternatively, forms can be downloaded from our website. www.viewleyhillacademy.co.uk

Application Timeline:

Closing Date: **12pm Monday 22nd April**

Shortlisting: **Monday 22nd April** ((if you do not hear on this date, please assume that you were unsuccessful in being shortlisted this time)

Interviews: **Thursday 25th April**

JOB DESCRIPTION: LUNCHTIME SUPERVISOR

Job title:	Lunchtime Supervisor
Reports to (job title):	Assistant Headteacher
Hours of work:	5 hours per week
Salary:	£11.79 per hour

Main Duties and Responsibilities

Dinner Hall Responsibility
Display strong behaviour management, ensuring good behaviour and a calm atmosphere
Support pupils, as appropriate, while they collect, eat and tidy up their dinner.
Be aware of pupils with restricted or special dietary requirements
Work collaboratively with other dinner supervisors and school staff in order to ensure effective running of the lunch hall.
Outdoor / Indoor Play
Ensure safe play by modelling and engaging in play with the pupils, which motivates and encourages them during their playtime.
Model the behaviour policy and Viewley Values to the children at all times
Supervise and support children in designated areas of the playground, or specific classroom areas during periods of bad weather.
Ensure that the children conduct themselves in line with school policy when moving around the site during playtimes.
Other Duties
Be aware of and comply with Viewley Hill Academy's policies relating to Safeguarding, child protection, health and safety, confidentiality and data protection.
Deal with minor problems and first aid
Report persistent or serious issues to the staff on duty / Class Teacher and notify the appropriate staff of injuries or problems requiring parental follow-up
Work with the AHT to identify any training and development needs, and actively seek out CPD opportunities as required by the school.

Person specification

	Essential	Desirable
Qualifications and training		<ul style="list-style-type: none"> A qualification in English and Maths
Experience	<ul style="list-style-type: none"> Experience of working with children Experience of supporting children with social interaction and development 	<ul style="list-style-type: none"> Working within a school environment. Working in accordance with school policy and procedures. Promoting pupils' welfare and education.
Knowledge and skills	<ul style="list-style-type: none"> High standard of spoken English High standard of communication skills 	
Personal qualities	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> The ability to work independently and as part of a team. A positive attitude to work. A good attendance and punctuality record. Excellent time management and organisational skills. High expectations of self and professional standards. The ability to maintain positive and successful working relationships with all school stakeholders. Flexible and adaptable High levels of drive, energy and integrity. <p>The successful candidate will be:</p> <ul style="list-style-type: none"> Able to promote good behaviour consistently. Able to plan and take control of situations. Committed to contributing to the wider school and its community. 	

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DBS CHECK BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.