



BISHOP HOGARTH
Catholic Education Trust

We are **HIRING!**

APPLICANT INFORMATION PACK



LUNCHTIME SUPERVISOR

Christ at the Centre, Children at the Heart



Proud to be a part of the

DIOCESE OF **Hexham & Newcastle**

JOB DESCRIPTION

Post Title: Lunchtime Supervisor

Reporting to: Headteacher and Senior Leaders

Job Purpose: To work alongside members of the staff team to secure a caring and safe environment for pupils during the mid-day break.

Please note that successful applicants will be required to comply with all Trust policies.

The successful applicant will be subject to relevant vetting checks, including a satisfactory enhanced disclosure 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 Trust.

Bishop Hogarth Catholic Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

JOB DESCRIPTION

1. Supervise the playground area, playing fields, cloakrooms and classrooms and any other places within school as directed during the lunchtime break.
2. Assist with the removal of food and equipment once pupils have eaten their lunch.
3. Deal with minor first aid incidents following appropriate procedures for recording and reporting.
4. Assist in the implementation of appropriate behaviour management strategies as required.
5. Observe a child or young person's behaviour, understand its context, and notice any unexpected changes and report any inappropriate behaviour to the correct member of staff.
6. Resolve minor disputes between pupils.
7. Assist in the supervision of other activities during the lunchtime break, including setting out and storing equipment.
8. Establish rapport and respectful, trusting relationships with pupils.
9. Report any concerns about pupil welfare to the appropriate member of staff in a confidential manner.
10. Communicate effectively with all staff, pupils, families and carers.
11. Provide support and encouragement to children and young people.
12. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with and adhere to all specified policies and procedures.
13. Any other duties of a similar nature related to the post which may be required from time to time.
14. To carry out your duties with full regard to the Trust Equality Policy.
15. Comply with Health and Safety policies and procedures, including reporting any incidents, hazards or accidents and take a pro-active approach to health and safety matters in order to protect both yourself and others.
16. To maintain the Catholic ethos that is inclusive and applies Catholic values and attitudes in all aspects across the school and Trust.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

ESSENTIAL CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
QUALIFICATIONS/ TRAINING	E1	Willingness to participate in training and development opportunities	AF,R,I
	E2	Ability to relate well to children and adults	I,R
	E3	Good communication skills	I,R
	E4	Ability to work effectively as part of a team	AF,R,I
	E5	Be able to maintain confidentiality	I,R
	E6	Good listening skills	I,R
	E7	The ability to organise lunchtime activities for children, in conjunction with other staff in school	AF,R,I
	E8	The ability to be proactive and ensure that children's lunchtimes are safe and happy	I,R
	E9	Able to use own initiative	I,R
	E10	The ability to manage behaviour of children in a positive and supportive manner	AF,R,I
	E11	An understanding of health and hygiene issues	AF,R,I
PERSONAL ATTRIBUTES	E12	Friendly, approachable and professional manner	I,R
	E13	Calm approach	I,R
	E14	Suitability to work with children	I,R,D
	E15	A commitment to working as part of the whole school team and supporting the vision and aims of the Trust	AF,R,I
	E16	Be able to conduct a conversation and answer questions in English, for an extended period of time where necessary	I

PERSON SPECIFICATION

DESIRABLE CRITERIA

DESIRABLE CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
QUALIFICATIONS/ TRAINING	D1	First Aid training	AF,C
	D2	Safeguarding training	AF,C
EXPERIENCE	D3	Experience of working in a primary school environment	AF,R,I
	D4	Experience of working with children in a similar age group	AF,R,I
SKILLS & KNOWLEDGE	D5	Relevant knowledge of First Aid	AF,R,I
	D6	Knowledge of Child Protection	AF,R,I
	D7	Knowledge of Health & Safety	AF,R,I

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
L	Lesson
D	Disclosure and Barring check



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Thank you for your interest in our vacancy



www.bhcet.org.uk



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