



**Diocese of Hexham and Newcastle in Partnership with
Durham County Council**

**ST Mary's RCVA Primary School
Birch Road, Barnard Castle, DL12 8JR**

"I can do all things through Christ who strengthens me"
Philippians 4:13

Lunchtime Supervisor
Required ASAP
Grade 1 / £9.36ph, Mon-Fri 12-1pm, term time only

Main Duties	<ul style="list-style-type: none">• Actively support and facilitate children's play in the playground.• Show commitment to the inclusion of all children and an understanding of and commitment to equality of opportunity.• Demonstrate a positive and respectful attitude towards others; providing a positive role model in terms of speech, dress, behaviour and attitude.• Develop supportive, responsive and positive relationships with children.• Always listen to children's concerns and respond appropriately.• Be alert for children who are at risk of bullying or being bullied and intervene in disputes, be they physical or verbal as necessary.• Ensure that all children who suffer any injury or accident are dealt with appropriately and in accordance with the school's agreed procedures.• Maintain accurate and relevant incident/accident records.• Report any hazards in the playground environment to the School Business Manager, and highlight any concerns about risks in children's play activities.• Supervise children in classrooms during inclement weather.• Supervise the washing of hands of pupils.• Supervise entry/exit into/from the dining hall by the pupils.• Assist pupils during the mealtimes.• Clear up all spillages during mealtime promptly.• Assist in wiping up tables, chairs when necessary at end of the meal.• Supervise children in designated areas, ensuring good conduct in behaviour in accordance with the schools behaviour policy.• Report any serious concerns regarding children's welfare or behaviour to the child's teacher or Headteacher as and when they arise.• Attend and participate in team meetings, training and insets as required.• Undertake further training as necessary.
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Person Specification and Criteria for Selection

Category	Essential	Desirable	Assessment
Education, Qualifications and Training	<ul style="list-style-type: none"> Basic literacy and numeracy skills 	<ul style="list-style-type: none"> First Aid Certificate Willing to take further training with a particular emphasis on a Child Protection certificate. 	Application form
Experience		<ul style="list-style-type: none"> Previous experience of working with or caring for children aged 4-11 years. Experience of working in a school environment either in a paid or voluntary capacity. 	Application form / References/ Interview
Skills/knowledge	<ul style="list-style-type: none"> An understanding of the welfare, social and emotional needs of children. Knowledge of how to promote and safeguard the safety and welfare of children. Knowledge, understanding and commitment to play and the benefits for children. 		Application form/ Interview
Personal Qualities	<p>Ability to:</p> <ul style="list-style-type: none"> Form good relationships and to work well with colleagues as part of a team. Form supportive, responsive and positive relationships with children. Be flexible, adaptable and act on initiative and to be constructive in response to issues and problems as they arise. Actively support and facilitate children's play in the playground. Cope with the physical demands of the post. Be able to establish firm and consistent boundaries in relation to children's behaviour. Show commitment to the inclusion of all children and an understanding of and commitment to equality of opportunity. 	<ul style="list-style-type: none"> Basic understanding of child development and learning. 	Interview / Application form/ References

Application packs can be downloaded from the school website

<http://www.stmarysprimary.durham.sch.uk/about-us/job-vacancies/>

Or please Email: barnardcastlestmary@durhamlearning.net or call (01833) 637029.

Durham County Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment and an Enhanced Disclosure and Barring Service (DBS) disclosure will be sought along with other relevant pre-employment checks and completion of a disqualification by association declaration form (Childcare Disqualifications Regulations 2009).

Closing date: 13 March 2020, 12 noon