**LUNCHTIME SUPERVISOR VACANCY**

**ST CUTHBERT’S CATHOLIC PRIMARY SCHOOL**

**CEO: Mr T.B. Tapping**

The Diocese of Hexham and Newcastle has a growth plan for Bishop Chadwick Catholic Education Trust to serve South Tyneside, Sunderland and East Durham, with a total of 34 schools in the Trust by July 2022.

Bishop Chadwick Catholic Education Trust was established in February 2016, currently there are seventeen schools within the Trust with a schedule of additional schools joining each term. The details of each of the schools currently within the Trust can be found on our website www.bccet.org.uk

St. Cuthbert’s are seeking to appoint an enthusiastic and caring lunchtime assistant. We wish to appoint someone able to:

* Support the ethos and policies of the school.
* To supervise children anywhere on the school premises during the lunchtime period, ensuring good conduct in behaviour in accordance with the school’s behaviour policy.
* To work as a member of a team to secure the safety, welfare and good conduct of children  during the mid-day period.
* Assist pupils during the meal service, clearing up any spillages promptly.
* To engage children in suitable games and activities when they are on the playground or in the classrooms if the weather is inclement.
* Supporting the school commitment to ensuring all children are active by leading games (e.g. skipping, hooping)
* To encourage safe and positive play at all times and to enforce the school’s ethos (Rights Respecting).
* Perform basic first aid for minor incidents/accidents.
* Maintain accurate and relevant incident/accident records.
* Present oneself as a role model to pupils in speech, dress, behaviour and attitude.
* 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.

In return, we will offer you enthusiastic, caring, well behaved children; a friendly staff, supportive governors, SLT, parish and parents.

Bishop Chadwick Catholic Education Trust safeguards and protects its students and staff by being committed to respond in accordance with South Tyneside Child Protection Procedures. Enhanced DBS checks are mandatory for all school staff.

**Salary: Grade 3 - £18,562 pro rata**

**Start Date: October 2021**

**Contract: 6.25 hours per week, term time only (1 hour 15 mins per day)**

Completed application forms should be submitted by email to [seahamstcuthberts@durhamlearning.net](mailto:seahamstcuthberts@durhamlearning.net) by **12 noon** on **24th September**. Emailed applications are required and CV’s will not be accepted. For enquiries regarding this role, please contact Nicola Noble on 0191 5813090.

Interview date **TBC**

Electronic signatures will be accepted but candidates will be required to add a written signature to their application when circumstances allow.

*The position we are filling is exempt from the provisions of the Rehabilitation of Offenders Act and a satisfactory Enhanced DBS from the Disclosure and Barring Service is required as part of pre-employment checks.*

*Bishop Chadwick Catholic Education Trust is an equal opportunities employer, welcoming applications from all sections of the community. We are committed to safeguarding and promoting the welfare of young people and vulnerable adults and we expect staff and volunteers to share this commitment.*