



## Roseberry Primary School

We are seeking two reliable and motivated individuals to join our team as Lunchtime Supervisory Assistants to start as soon as possible.

The successful candidate will be responsible for ensuring the safety and wellbeing of our pupils during lunchtime hours.

Roseberry Primary School is committed to creating a diverse workforce. We will consider all applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Roseberry Primary School is commitment to safeguarding and promoting the welfare of children, safeguarding checks will be carried out.

### Job details

**Salary:** C (SCP3)

**Hours:** 5 hours per week (Monday –Friday)

**Working Pattern:** Part time - term time only – Pro Rata

**Contract type:** Permanent with 6 months' probation period

**Reporting to:** Lunchtime supervisor

**Employment Location:** Roseberry Primary School

**Closing date:** 20<sup>th</sup> September 2024 – 12 noon

**Disclosure: Our school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check.**

**Please note that the Childcare Disqualifications Regulations 2009 apply to this position**

Application forms are available from our school website. All application forms must be submitted to the school by 12 noon on the closing date. Closing Date: Friday 20<sup>th</sup> September at 12 noon

Interview date: week beginning 23<sup>rd</sup> September 2024. If you have not been contacted by 2<sup>nd</sup> October please assume your application has not been successful.

### Main purpose

A midday supervisor will be part of a team that is responsible for supervising pupils and the school's premises during the midday break to ensure that the break runs effectively and that the safety and welfare of pupils is maintained.

### Duties and responsibilities

#### Supervision

- › Supervise pupils in the lunch area, playground and classrooms (for wet play)
- › Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the class teacher

- › Monitor pupils that aren't engaging in play and feed back any concerns to class teachers

## **Organisation**

- › Set up and put away, chairs and other equipment needed for eating in the lunch area
- › Manage pupils' entrance and exit from the lunch area in an orderly manner
- › Clean up food and water spillages

## **Health and safety**

- › Observe pupils and the environment and take action to minimise any identified health and safety risks
- › Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider
- › Record details of incidents in line with the school's reporting procedures
- › Be aware of and support pupils with medical/dietary needs
- › Promote the school's policy around healthy eating to pupils
- › Feed back concerns relating to pupils' health and safety to a senior member of staff
- › Ensure pupils wash/clean their hands before they eat

## **Behaviour**

- › Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
- › Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- › Make sure children tidy up after themselves in the lunch area and when using play resources/equipment
- › Follow any directions from class teachers on supporting specific pupils with challenging behaviour

## **Play**

- › Organise play activities to encourage pupils to play and make use of play equipment
- › Offer educational instruction where needed to help pupils to share play equipment
- › Help to resolve issues between pupils during play activities

## **Safeguarding**

- › Make sure pupils remain on the school premises during the midday break
- › Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals

## **Other areas of responsibility**

- › Read and follow the relevant school policies
- › Undertake training required to develop in the role

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that a midday supervisor will carry out. The postholder may be required to do other duties appropriate to the level of the role.

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• First aid training (or willingness to complete it)</li> <li>• Demonstrate a thorough understanding of safeguarding policies and procedures, and their application within an educational setting/environment. (or willingness to complete it)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working with children or young people</li> <li>• Working and collaborating within a team</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to respond quickly and effectively to issues that arise</li> <li>• Ability to use own initiative and take action accordingly</li> <li>• Effective communication with adults and children</li> <li>• Ability to follow instructions from senior team members</li> <li>• Ability to have a firm but fair approach to handling behaviour issues in line with the school's policies</li> <li>• Ability to build effective working relationships with colleagues</li> <li>• Ability to maintain confidentiality</li> <li>• Good listening skills</li> <li>• An understanding of Hygiene and good health</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to supporting and understanding pupil needs</li> <li>• Uphold and promote the ethos and values of the school</li> <li>• Maintain confidentiality at all times</li> <li>• Commitment to safeguarding, equality, diversity and inclusion</li> <li>• A friendly, calm approachable and professional manner</li> </ul>

### Notes:

This job description may be amended at any time in consultation with the postholder.

**Last review date:** 06/03/24

**Next review date:** 06/03/25

**Headteacher/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_