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| **JOB DESCRIPTION** | | **Date** | 23/03/18 |
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| **Job Title:** | Lunchtime Supervisor | | |
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| **Reporting To:** | Deputy Headteacher with dotted line to TA Coordinator | | |
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| **School/Department:** | Breaside Preparatory School - Support Staff | | |
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| **Working hours:** | Part-time, 10 hours per week, Mon-Fri (term time plus inset and open days) | | |
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| **Checks:** | Enhanced DBS and 3 satisfactory references | | |

*The job holder’s responsibility for promoting and safeguarding the welfare of children and young person’s for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School’s Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.*

# Training and experience

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| **Training Requirements** | NVQ Level 2  Paediatric First Aid Desirable (or willingness to participate in relevant training) |
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| **Languages** | English |
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| **IT knowledge** | Basic |
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| **Experience** | * Use of basic first aid equipment as required * Be familiar with the safe use of outdoor equipment * Experience of working with age appropriate children and able to meet their needs. * Able to deal with children and adults with tact and sensitivity * Able to communicate effectively at all levels * Able to build and develop positive relationships with teaching staff |

**Working with us**

Achieving more than you believed possible – that’s what constitutes a quality education. At Cognita it is what we strive for in our schools. We want it for our children, and we want it for the people who work for us.

Since Cognita’s launch in 2004, we’ve built an international network of 68 schools that serve some 30,000 pupils across seven countries in the UK, Europe, Latin America and South-East Asia.

Cognita’s international network of schools and regional offices, combined with our ongoing investment in the professional development of our people, means we can offer first-class career opportunities with a global dimension. If you want to take your career further, we want to support you in achieving that goal within Cognita.

**Job Summary**

Responsible, under the direction of the Line Manager/s or other nominated staff, either individually or as part of a team, for securing the safety, welfare and good conduct of children during the lunchtime break period, in accordance with agreed practices and procedures.

**Key Responsibilities**

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| * Helping walk children over to the Dining Hall. * Supervising the washing of hands prior to entering the Dining Hall * Monitor and control children behaviour in the lunch queue and whilst children are sat down. * Ensure that crockery, cutlery and leftovers are returned to the relevant place after use * Clean up spillages or debris around the dining/play areas to ensure the maintenance of good order, discipline and safety * Offer play activities in the playground after eating and inside during periods of bad weather * Assist children with toileting if required and help change children if any accidents occur * Supervise the conduct of the children, ensuring safe and orderly conduct within and outside the premises * Ensure children remain out of the school building when they should be outside * Deal with minor incidents and refer to senior staff if necessary * Administer First Aid as needed, following Health and Safety Guidelines and procedures for First Aid |
| **Other Duties**   * To be aware of and comply with policies and procedures relating to safeguarding, health and safety, security, confidentiality and data protection, reporting any concerns to an appropriate person * To be aware of and support diversity and equal opportunities for all, appreciating and supporting the role of other professionals * To contribute to the overall ethos, work and aims of the school * To attend and participate in meetings as required * To participate in training and other learning activities * Fully and positively participate in the schools appraisal system in order to develop and enhance personal and school performance * To undertake all other duties commensurate with the level of the post as required, to ensure the efficient and effective running of the school. |

**Principal working relationships**

**Internal**

* Communicating and consulting with the parents of pupils

**External**

* Communicating and co-operating with persons or bodies outside the school

**Person Specification**

* Respect the need for confidentiality
* Be responsible, honest and reliable with a good sense of humour
* Willing to work within organisational procedures and processes and to meet required standards of the role
* Demonstrate good working relationships with the whole staff team
* Commitment to undergo training as and when required
* An understanding of equality of opportunity
* Have the ability to work under pressure and prioritise
* Able to work on own initiative, using judgement and common sense
* Be flexible and able to work as part of a team
* Be committed to safeguarding children

**Values Based Behaviours** – The behaviours associated with our company values

* Excellence
* Respect
* Integrity
* Collaboration
* Accountability

**Remuneration**

* Competitive Salary
* Contributory Pension Scheme
* School fee discount
* Professional development
* School holidays and public hoildays

**Signed: ………………………………………………………… Date:………………………………………………**

**Printed Name: ……………………………………………………………………………………………**