

JOB DESCRIPTION

Date

November
2018

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| Job title: | Lunchtime supervisor (Term time Only) |
| Reporting to: | Nursery Manger/Head of Early Years/Prep/Senior School |
| Department/School: | Long Close School |
| Scope: | |
| Checks: | Enhanced DBS Check, Overseas check |

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.

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 67 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

To provide safe, caring pastoral supervision on the school premises in the playground and support in the dining hall during the pupil and staff lunch breaks. To be involved in encouraging children in purposeful safe play and social skills activities. To report and attend to any incidents/accidents and follow school policy to promote the social, academic, moral, physical and emotional development of each child in a safe, caring and stimulating environment at Long Close School.

Key Responsibilities

- General supervision of children during the lunch period, in the dining hall, playgrounds, and classrooms, in poor weather;
- Encouragement of purposeful play and social skills activities;
- Support pupils in the dining hall in their food choices & encourage children to eat a healthy diet
- Report any pupil concerns around pupil wellbeing to the Heads of Departments/class teachers
- Report any safeguarding concerns to a member of the safeguarding team of Designated safeguarding leads/Deputy safeguarding leads/Head Teacher in Long Close School
- Assisting with ensuring students depart for lessons at the end of lunch break in a timely manner;
- Liaise with the Heads of School/ Nursery Manager/Room Leaders/class teachers on matters of Health and Safety, equipment and resources;
- Complete the accident book/ record and share any incidents/accidents and near misses to staff and relevant class teachers;
- To adhere to and be aware of the early years and whole school policies through the staff handbook. To check emails daily and be aware of the school calendar of events;
- To keep up to date with all safeguarding/first aid/training requirements to meet the needs of your role.

Other

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to the appropriate person in the school;
- Contribute to the overall ethos/work/aims of the school;
- Appreciate and support the role of other professionals;
- Attend relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Promote and ensure the health and safety of pupils, staff and visitors (in accordance with appropriate health and safety legislation) at all times;
- Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the school, including the covering of team members.

Principal Working Relationships

Internal: Pupils and Staff

External: Parents

Person Specification

- Experience of working with children and be able to relate well to them;
- Be patient, friendly and calm by nature;
- Be firm but fair in matters of discipline; follow our behaviour policy
- Be willing to undergo training, as required, in order to develop further in the role;
- Be reliable and punctual;
- Demonstrate the ability to work as part of a team;
- Contribute ideas to further develop the dining/play opportunities for the children during the lunch break;
- Experience of administering first aid and be willing and able to deal with minor first aid (Training can be arranged, if necessary);
- Be aware of, and able to maintain, the confidentiality aspects of the job;
- Demonstrate the ability to comply with policies and procedures relating to child protection, health & safety, security, data protection and equal opportunities.

Competencies for the Role:

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
- 28 days holiday (pro-rata'd to part time/term time)

Signed: Date:

Name (Print):