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| **Job Title** | West Cornforth Primary School  Lunchtime Supervisor |
| **Required** | October 29th 2018 |
| **Grade / Salary Range** | Grade 1 / Point 10-11 / £16,863-£17,007 pro rata |
| **Contract Type** | Permanent part-time |
| **Hours per week / Working pattern** | Hours per week – 11:45am to 1:15pm |
| **Responsible to** | The Head Teacher |
| **Responsible for** | The care and supervision of the children before and after meals, covering the full interval between the start and end of the lunchtime period, in accordance with the school’s policies and procedures. |

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| **Main Duties** | * 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. * Check/clean children’s toilets at the beginning and/or end of lunchtimes. * 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. |

**Person Specification and Criteria for Selection**

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| **Category** | **Essential** | **Desirable** | **Assessment** |
| **Education, Qualifications and Training** | * Basic literacy and numeracy skills | * First Aid Certificate * Willing to take further training with a particular emphasis on a Child Protection certificate. | Application form |
| **Experience** |  | * 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 |
| **Knowledge and Understanding** | * 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 |
| **Attitudes and Abilities** | Ability to:   * 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. * 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. | * Basic understanding of child development and learning. | Interview / Application form/  References |

***West Cornforth Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.  
  
Please note that the Childcare Disqualifications Regulations 2009 apply to this position and therefore you are required to complete the “disqualification by association” declaration form. Should you be successful in your application for this post, your appointment can not be progressed without this declaration.***