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| **Date** | **08.06.17** |

**JOB DESCRIPTION**

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| **Lunchtime Supervisor** |

**Job title:**

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| **Deputy Head Pastoral** |

**Reporting to:**

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| **Hendon Preparatory School** |

**Department/School:**

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| **10 hours per week, Monday to Friday, working 11:50 am – 13:50pm, during term time.** |

**Scope:**

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| **DBS, Overseas Checks and Employer References** |

**Checks:**

*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 lunchtime supervision of children ensuring a safe and caring environment.

**Key Responsibilities**

* Supervising children during lunchtime.
* Listening to pupils, dealing with situations as they arise, including toileting accidents/nappy changing.
* Ensuring children do not leave the school premises or go into areas of the school which are out of bounds, knowing the layout of the school both internally and externally and being aware of site entrances and exits, boundaries and access points for vehicles.
* Ensure the welfare and safety of all pupils at all times, reporting any concerns immediately to the appropriate member of staff and complete an accident report form.
* Tending to sick or injured pupils and reporting any serious accidents, liaising with the school office and teachers regarding sick or injured children.
* Being prepared to administer First Aid as required and communicate actions to staff and inform parents using Medical Tracker.
* Being vigilant and raising concerns about individual pupils or groups of pupils.
* Dealing with incidents of misbehaviour and reporting them appropriately.
* Ensure the school behavioural polices are adhered to.
* Adhere to and promote the safeguarding expectations of the school.
* Undertaking other such specific duties that may from time to time be reasonably assigned by the Senior Leadership Team

**Principal Working Relationships**

Internal**:** Head of Junior School, Deputy Head Academic and Deputy Head Pastoral

External: Parents

**Person Specification**

Education and Skills:

* First Aid qualification is desirable
* Calmness and efficiency and the ability to work under pressure at certain times
* Good organization and administrative skills
* Excellent interpersonal skills

Training and Experience:

* Previous experience of working in an educational environment is essential
* Previous experience of supervising children is essential

Competencies for the Role:

Role Specific

* Calm, caring and diligent approach to supervising children during lunchtime
* Ability to work as part of a team
* Ability to communicate effectively, work flexibly and show initiative

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
* Lunch is provided
* 28 days holiday (pro-rata’d to part time/term time)

Signed: ………………………………....………………….… Date: …..…………………..………………………………

Name (Print): ………………………………………………..