

# St Christopher's School

Hampstead

## Playground and Lunchtime Supervisor (part-time)

### Job Description

#### Purpose of the post

- To oversee pupils during break and lunchtime in the playground, and in any other designated area, ensuring the children's safety and welfare at all times
- To coordinate play activities at break and lunchtimes
- To ensure acceptable standards of behaviour are maintained
- To keep indoor and outdoor spaces clean and tidy at all times

#### Reports to

Teaching Assistant Coordinator

#### Hours of Work and Role

##### Monday to Friday, term-time only, 10.30am – 1.30pm

- 10.30 – 11.30am Break-time supervision in playground, or other designated area if wet
- 12pm – 12.30pm Help to set up for lunch in the dining hall
- 12.30 – 1.00pm Organise and set up play activities in playground
- 12.30 – 1.30pm Lunchtime supervision in playground, or other designated area if wet.

#### Holidays

Statutory holidays apply, to be taken only in school holidays. Holidays must be taken within school holiday time and with prior agreement of the Bursar.

#### Salary

£20,963 per annum FTE (includes paid statutory holiday limit of 5.6 weeks pro-rated per year).

#### Staff Benefits

Free school lunch, drinks and snacks provided during term time.

#### Person Specification

- Warm, caring and sensitive when dealing with pupils
- Ability to interact with pupils, encouraging positive social skills and excellent behaviour
- Proactive in the playground ensuring that every care is taken to promote the welfare, health and safety of the children
- Able to contribute to creating a happy environment for pupils
- Able to form positive relationships with colleagues and to work effectively in a team
- Able to maintain confidentiality
- Reliable, punctual and a good timekeeper
- Works hard to achieve tasks as directed
- Clear verbal communication and good organisational skills are essential
- A First Aider or willing to undertake a first aid qualification
- Willing to undertake training and development necessary for the role
- Previous experience of working with children is desirable and experience of a similar role will be an advantage. Applicants able to lead on specific play activities would be particularly welcome
- Has an understanding of child protection and safeguarding
- Committed to the school and its ethos

February 2020

**Policies and procedures**

All staff are expected to be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Equal Opportunities, Health and Safety, Confidentiality, Data Protection, reporting any concerns to an appropriate person.

**Safeguarding**

- Have responsibility for promoting and safeguarding the welfare of children and young persons with whom you come into contact.
- Adhere to and ensure compliance with the school's Safeguarding Child Protection Policy at all times. All new staff are provided with training to enable them to comply with policy.
- Report any actual or potential concerns or risks to the safety or welfare of children in the school to the Designated Safeguarding Lead (Deputy).

This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change. This document does not form part of the contract of employment.

*Arrive on time and if delayed for any reason, contact the Bursar (020 7433 6901) and School Secretary (020 7435 1521 option 1) giving as much notice as possible.*

# Playground and Lunchtime Supervisor

## Job Description

Name of Post holder \_\_\_\_\_

Date \_\_\_\_\_

Signature of Post-holder \_\_\_\_\_

Signature of Bursar \_\_\_\_\_