



# SILCOATES

## Job Specification

Role:	Lunch and Playtime Supervisor
Line Manager:	Head of Junior School
Type:	Monday to Friday 9.30am to 1.30pm Term time only

### **Job Description**

To provide efficient and safe supervision of children of a range of age groups during lunch time, play time and in class.

### **Job Description**

- Supervise pre school children (ages 2-5) at lunchtimes whilst eating, providing support where needed in eating lunch and walking to and from dining hall.
- Supervise older children up to age 11 during their lunches in the dining hall (at different sittings) ensuring that behaviour standards are upheld.
- Supervise EYFS, KS1 and KS2 children during play time, outdoors and indoors, including on sports pitches and playgrounds.
- Assist teaching staff and classroom co-ordinators in the delivery of activities where necessary.
- Outside of lunch and play times, provide classroom support as directed by the Head of Junior School.
- Report any issues to teaching staff as appropriate.
- Comply with and support the policies and procedures of the school relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/ work/aims of the school.

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Personal Qualities</b>	Commitment to the ethos and aims of the school	Good sense of humour
	Initiative and enthusiasm	
	Hard working and good stamina	
	Ability to maintain appropriate and supportive relationships with pupils and staff	
	Positive attitude to use of authority and maintaining very good standards of behaviour	
	Ability to work effectively as part of a team	
	Respect for confidentiality of information concerning pupils and ability to use discretion in matters of disclosure	
	Willingness to work outdoors in a variety of weather conditions in order to supervise children at play.	
<b>Skills</b>	Excellent verbal and written communication skills with children and parents	
	To adhere to school policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies.	
	Commitment to involvement in co-curricular activities	
	Ability to command respect of students and staff	

<b>Qualifications</b>	In possession of a recent DBS check and willingness to submit to a new check	Paediatric First Aid
<b>Knowledge and Experience</b>	Experience of working in a school setting	
	Experience of working with children of a similar age group	

Silcoates School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.