

SAINT NICHOLAS SCHOOL

PLAYGROUND AND PREP CLUB SUPERVISOR/GENERAL SCHOOL SUPPORT – JANUARY 2019

CORE PURPOSE OF POST

- To be responsible for the supervision of pupils during lunch service and lunch play
- To be responsible for the supervision of pupils during after school prep
- To be a general support to teachers and other members of staff

AREAS OF RESPONSIBILITY

Playground and lunch service supervision

- To assist pupils during lunch service; to promote good table manners and conduct
- To supervise pupils in the playground, or other areas of the school as required by the Headteacher
- To be responsible for promoting and encouraging socialising and active play opportunities as appropriate
- To be responsible for promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- To be responsible for passing relevant information (i.e. pupil behaviour, incidents/accidents) to the class teacher at the end of the lunch time period
- To take such steps that are necessary when pupils are ill, carrying out minor first aid and summoning any assistance needed with injuries or illness
- To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection.

Prep club

- To ensure pupils are actively engaged with homework tasks or suitably engaged if homework tasks are complete
- To communicate effectively with teaching staff if homework tasks are not completed
- To oversee the serving of snacks and drinks.

Other duties (this list is for guidance only and is not exhaustive)

- To assist teachers generally across the school with classroom and lesson preparation, for example photocopying
- Maintenance of display boards
- Tidying the libraries
- Overseeing lost property.

Work environment

- During periods of supervision the postholder will be expected to undertake bending, lifting and stretching in the course of their duties e.g. putting out and packing away play equipment
- During periods of supervision outside in the playground, there will be an expectation that the postholder will be exposed to heat and cold which on occasions, for example adverse weather conditions, may be higher than normal.

QUALITIES

Personal Qualities

- The ideal applicant must be a patient, dedicated and enthusiastic individual who enjoys working with children
- Confident, positive, flexible 'can do' attitude

- Able to follow instructions accurately but make good judgments and lead when required
- Keen to learn and develop own skills, and take on any necessary training where required
- Good interpersonal skills; the ability to communicate effectively with a variety of people and to assess and diffuse confrontational situations
- To be reasonably flexible in working arrangements and the allocation of duties in pursuance of raising pupil achievement and effective team working
- To liaise, with tact and diplomacy with other school staff and others outside the school, particularly parents
- To act as an ambassador for the school in all matters
- To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection
- The capacity to remain calm and to cope with the unexpected
- To be able to undertake the physical demands of the role
- Excellent health and time keeping record
- To dress in a manner that is professionally appropriate to the position.

Experience & Qualifications

- NVQ level 3 in childcare or similar desirable
- Experience of working within a school desirable
- Experience of supervising pupils in a school environment desirable
- Knowledge of basic Health and Safety and First Aid or be prepared to attend Health and Safety and First Aid training organised by the School

Skills

- Ability to work as a member of a collaborative team
- A good level of literacy and numeracy
- Ability to communicate clearly
- Ability to relate to all personnel within the school environment
- Ability to approach all confidential matters with discretion, sensitivity and diplomacy

CONDITIONS

- Post commences ASAP
- School term time only, midday-5.30pm, plus up to four staff training days per annum
- The salary is NA13 £9565 per annum
- Deadline to apply is Thursday 24th January 2019.

Applicants are asked to complete an application form which is available on the school's website, <http://www.saintnicholasschool.net/contact-us/staff-vacancies/> and submit it to Julie Bradley, Headmaster's PA. **Only applications made on an official application form will be considered.**

Saint Nicholas School is fully committed to safeguarding and promoting the welfare of children, young people and other vulnerable groups and expects all staff, parents and volunteers to share this commitment. All staff and volunteers, where appropriate, will be required to complete our safer recruitment checks including qualifications, references, enhanced DBS and barred list, proof of identity, right to work in the UK, overseas, EEA and prohibition. New employees will be required to submit a 'by association' declaration.