



## Job description: Lunchtime supervisor

Bishop's Castle Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

### Job details

**Hours:** 5 hours per week (12:00 – 1:00pm Monday – Friday)

**Salary:** Grade 1 SCP 2

**Contract type:** Part-time, permanent

**Reporting to:** Head of School & Executive Headteacher

### Main purpose

To supervise the children during the midday break, whilst at play and in the dining hall.

### Duties

- Promote the school ethos and set and maintain suitable behaviour standards in line with the school Behaviour Policy
- Have an awareness of the school's policy on Child Protection and safeguarding procedures
- Supervise and interact with the children at lunchtimes and encourage games and promote social interaction
- Ensure that the children remain within a safe environment and that they play safely
- Attend to any child that may become ill or injured and send for the appropriately trained member of staff to assist
- Maintain confidentiality with regard to pupil, staff and school issues
- Share with the class/Headteacher any concerns you may have about a child
- Carry out other duties in relation to the midday break as directed by the Headteacher

## Person Specification

Supervisory Assistant (Lunchtime)

Grade 1

	Attributes	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Good standard level of education</li></ul>	✓	
	<ul style="list-style-type: none"><li>• First Aid qualification</li></ul>		✓
<b>Work or relevant experience</b>	<ul style="list-style-type: none"><li>• Experience of working with children</li></ul>	✓	
	<ul style="list-style-type: none"><li>• Experience of working in an educational setting or other relevant environment</li></ul>		✓
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"><li>• Basic awareness of first aid (or willingness to undertake training)</li></ul>	✓	
<b>Skills and Abilities (relevant to post)</b>	<ul style="list-style-type: none"><li>• Willingness to participate in training and development opportunities</li></ul>	✓	
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Good communication skills</li></ul>	✓	
	<ul style="list-style-type: none"><li>• Fluency in English</li></ul>	✓	
	<ul style="list-style-type: none"><li>• Ability to relate well to children and adults</li></ul>	✓	
	<ul style="list-style-type: none"><li>• Enjoy working with children</li></ul>	✓	
	<ul style="list-style-type: none"><li>• Ability to work well as part of a team</li></ul>	✓	
	<ul style="list-style-type: none"><li>• Flexibility and reliability</li></ul>	✓	
	<ul style="list-style-type: none"><li>• Ability to maintain confidentiality</li></ul>	✓	
<b>Special Conditions</b>	<ul style="list-style-type: none"><li>• Willingness to undertake an Enhanced DBS</li></ul>	✓	