



**Wellspring Academy Trust**

**Cooomb Briggs Primary Academy**

**Job Description**

**Post Title: Pupil and Young Person Supervisor**

**Reporting to: Executive Principal**

**Salary: NJC3**

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### 1. **PURPOSE OF JOB**

To supervise and provide a high standard of physical, emotional, social and intellectual care for children in dining, playground and circulation areas.

To engage in appropriate activities

To intervene to maintain behaviour standards and ensure wellbeing, safety and welfare.

### 2. **MAIN RESPONSIBILITIES**

Supervises children and young people, monitor their wellbeing and intervene using appropriate techniques and strategies to resolve challenging behaviour issues and maintain standards.

Assist developing and organising relevant activities to create a stimulating, safe and secure environment.

Provide a balanced programme of activities to engage children in meaningful activity at an appropriate level.

Record and report all incidents, accidents or concerns.

Identify and inform the teacher or nominated supervisor of any pastoral or educational concerns related to individual and groups of pupils.

Prepare snacks and drinks for children to encourage healthy eating and interact positively with the children at meal times.

Care for children's routine personal needs, maintaining dignity and respect and develop awareness of personal hygiene and cleanliness.

Monitor children's and young people's conduct and behaviour throughout the mainstream learning process and intervene to resolve routine issues using appropriate techniques and skills to de-escalate potential difficult situations or resolve simple conflict with individual and groups of pupils to establish and maintain a safe and calm atmosphere conducive to learning and ensure the safety and wellbeing of pupils, staff and visitors.

### 3. **SUPERVISION / MANAGEMENT OF PEOPLE**

No direct supervisory responsibility other than the familiarisation of procedures to colleagues and new starters...

#### 4. **CREATIVITY AND INNOVATION**

Contribute to the development and organisation of relevant activities to create a stimulating, safe and secure and fun environment.

The postholder will interact with pupils to develop their positive relationships and social skills enabling them to interact and participate with others.

#### 5. **CONTACTS AND RELATIONSHIPS**

Headteacher / Manager – To receive instruction, provide feedback and highlight routine areas of concern.

Children – to engage children to access relevant activities and respond to routines concerns and comply with school policies and procedures and refer to the appropriate member of staff.

Other staff – to meet the needs of the children and ensure wellbeing, safety and welfare in a teamwork situation.

#### 6. **DECISIONS**

##### **Discretion –**

The postholder may be required to organise, participate and supervise in allocated children's activity and intervene to ensure that behaviour standards are understood and achieved.

The postholder is not required to initiate policies and procedures.

**Consequences** - Limited short term consequences

#### 7. **RESOURCES**

Shared responsibility for simple equipment, materials and resources.

#### 8. **WORK ENVIRONMENT**

##### **Work Demands**

The postholder works within an agreed routine that will be varied to respond to changes in circumstances (e.g. wet playtime)

##### **Physical Demands**

Occasional Physical effort may be required. The postholder will be involved working with a wide range of children that may occasionally require working in a constrained posture for limited periods of time.

### **Working Conditions**

The postholders' may include periods of indoor and outdoor activity.

### **Work Context**

Some risk is posed to the personal safety of the postholder.

## 9. **KNOWLEDGE AND SKILLS**

Understanding of childcare.

Awareness of the differing needs of children and child protection issues

Awareness of the relevant Ofsted care standards and the every child matters initiatives.

Good listening and observational skills.

Good interpersonal and communication skills.

Ability to develop and maintain positive relationships with children and colleagues.

Able to work positively with others in a teamwork situation.

Ability to supervise a wide range of pupils in non teaching situations

Awareness of the relevant schools procedures practices protocols and relevant legislation.

When and how to intervene to ensure children's behaviour is appropriate

Capable of adopting approaches that encourage children to ensure appropriate behaviour

Ability to communicate with and motivate groups of children.

Ability to provide advice and guidance in accurate spoken English

### **Standard Duties in all Trust Job Description**

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices
- Show a commitment to ensuring that children and young people learn in a safe environment
- Participate in relevant and appropriate training and development as required.

### **Method of Working**

Wellspring Academy Trust expects all staff to work effectively and cooperatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, and in accordance with Trust guidelines, policies and procedures. Wellspring team members are expected to respect confidentiality and safeguarding practices at all times.

### **Public Relations**

Considerable importance is attached to the public relations aspect of our work. Members of the team must project a positive image of the Trust at all times and through all activity.

### **DBS Certificate**

Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously.

All Wellspring team members are required to undertake a Disclosure and Barring Service (DBS) check.



Wellspring Academy Trust

Person Specification- pupil and young person supervisor

|                                |  | Essential / Desirable | How Identified<br>How Identified<br>(Application Form/Interview /Task) |
|--------------------------------|--|-----------------------|--|
| Section                        | Information  |                       |  |
| <b>Education and Training</b>  |  |                       |  |
|                                | <ul style="list-style-type: none"> <li>Ability to work as part of a team</li> </ul>  | E                     | A/I  |
|                                | <ul style="list-style-type: none"> <li>Effective organisational skills</li> </ul>  | E                     | A/I  |
|                                | <ul style="list-style-type: none"> <li>Effective communication skills(with both children and adults)</li> </ul>  | E                     | A/I  |
|                                | <ul style="list-style-type: none"> <li>Ability to work in partnership with parents/carers</li> </ul>   | D                     | A/I  |
|                                | <ul style="list-style-type: none"> <li>Understanding of Equal Opportunities</li> </ul>   | D                     | A/I  |
|                                | <ul style="list-style-type: none"> <li>To be aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.</li> </ul> | D                     | A/I  |
| <b>Experience</b>              |  |                       |  |
|                                | <ul style="list-style-type: none"> <li>Experience of working with young children</li> </ul>  | D                     | A/I/T  |
|                                | <ul style="list-style-type: none"> <li>Experience of working in different types of childcare settings</li> </ul>   | D                     | A/I/T  |
| <b>Additional Requirements</b> |  |                       |  |
|                                | <ul style="list-style-type: none"> <li>Operate with the highest standards of personal/professional conduct and integrity</li> </ul>  |                       |  |
|                                | <ul style="list-style-type: none"> <li>Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust.</li> </ul>                        |                       |  |
|                                | <ul style="list-style-type: none"> <li>Willing to undertake training and continuous professional development in connection with the post.</li> </ul>                                     |                       |  |
|                                | <ul style="list-style-type: none"> <li>Work in accordance with the Trust's values and behaviours.</li> </ul>   |                       |  |
|                                | <ul style="list-style-type: none"> <li>Able to undertake any travel in connection with the post.</li> </ul>  |                       |  |