



## Job Description: Pupil Supervisor

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The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### Job Summary

To supervise and assist pupils during their morning break and lunchtime, both in the dining room and the playground. Ensuring a safe and positive environment is maintained and that all pupils behave in an appropriate manner.

### Hours

- Term time only
  - Monday to Friday from 10.20am – 2.00pm

### Contractual Terms

- Fixed term maternity cover contract
- Required from January 2022

### Main Responsibilities

#### Dining Hall

- Supervising pupils during lunch times in the dining room.
- Ensuring pupils line up quietly, move in a safe and orderly manner within the dining room.
- Being aware of pupils with food allergies.
- Responsible for maintaining discipline.
- Assisting with clearing away.
- Assisting with setting up for Prep Lunch.

#### Playground

- Supervising pupils during break and lunch times in the playground.
- Ensuring in advance that the playground is clean and play equipment is set up appropriately.
- Providing basic first aid if required.
- Ensuring pupils play in a safe and appropriate way.
- Supporting pupils who may be experiencing friendship issues and/or difficulties.
- Being alert to pastoral and/or safeguarding concerns and reporting such concerns as appropriate.

- Promote positive playtimes by engaging pupils in playtime activities.
- Being alert to health and safety issues.
- Responsible for maintaining discipline.

### Timetable

- 10.20am – 10.30am Prepare Pre-Prep Morning Break
- 10.30am – 10.55am Pre-Prep Morning Break
- 11.00am – 11.20am Prepare Prep Morning Break
- 11.20am – 11.45am Prep Morning Break
- 11.45am – 12.00pm Lunch
- 12.15pm – 12.40pm Pre-Prep Lunch
- 12.40pm – 1.20pm Pre-Prep Break
- 1.20pm – 1.30pm Prep Lunch
- 1.30pm – 2.00pm Prep Lunch Break

### Or

- 10.20am – 10.30am Prepare Pre-Prep Morning Break
- 10.30am – 10.55am Pre-Prep Morning Break
- 11.00am – 11.20am Prepare Prep Morning Break
- 11.20am – 11.45am Prep Morning Break
- 11.45am – 12.00pm Lunch
- 12.15pm – 12.40pm Pre-Prep Lunch
- 12.40pm – 1.05pm Prepare Prep Lunch
- 1.05pm – 1.30pm Prep Lunch
- 1.30pm – 2.00pm Prep Lunch Break

## Candidate Profile

<b>Qualifications and Experience</b>	<ul style="list-style-type: none"><li>• Experience of working with children essential, ideally within a similar role/school setting</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Calm and caring</li><li>• High professional standards</li><li>• Inspires trust and confidence in children</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Excellent communication skills</li><li>• Organised with good time management skills</li><li>• Encourages high standards of pupil behaviour at all times</li><li>• Ability to use own initiative</li><li>• Ability to work as part of a team</li><li>• Ability to empathise with the needs of children and promote positive playtime activities</li></ul>
<b>Philosophy and Ethos</b>	<ul style="list-style-type: none"><li>• A commitment to safeguarding and promoting the welfare of children and young people</li><li>• Ability to form and maintain appropriate relationships and personal boundaries with children</li><li>• A commitment to the ethos and strategic direction of the School</li></ul>