



PLAYGROUND/LUNCHTIME SUPERVISOR

JOB DESCRIPTION

School's Mission Statement

A Rose Hill School child's learning experience is one of aspiration, adventure, and achievement in a nurturing, caring school.

Aims:

Working with integrity your child will:

- Be inspired to develop confidence to thrive in all areas of our rich curriculum.
- Foster the skills and talents which enable them to organise their learning and plan to achieve success.
- Demonstrate persistence to flourish in the face of challenge.
- Show resilience and learn from difficult situations.
- Get along with others, work collaboratively and accept everyone.

PURPOSE OF THE JOB

TITLE OF POST	PLAYGROUND/LUNCHTIME SUPERVISOR
Salary	Salary is £9,877 per annum
Line Management	The Head of Pastoral Care is the line manager for the playground/lunchtime supervisor.
Key Tasks	The job description does not form part of the contract of employment and may be varied in accordance with the demands of the role.
Main duties and responsibilities	
	<ul style="list-style-type: none"> • Ensure children have a positive playtime experience • Follow safeguarding procedures • Put play equipment out in play area and return to storage shed • Liaise with teacher on duty to confirm areas to patrol • Patrol separately from other staff • Report accidents and behaviour to duty staff • Check children are wearing appropriate clothing/footwear • Follow 'Teacher Support' guidelines at all times (see Staff Handbook) • 'Off duty' times will involve general help/tidying etc • Pre-Prep lunch - take a table of 8-10 children (ages 4 – 7) at lunchtime, serve food, eat lunch with them and help to clear their tables.
Health & Safety	<ul style="list-style-type: none"> • The school has a comprehensive policy statement on health & safety. As Playground/Lunchtime Supervisor, you will take all reasonable care for the health and safety of yourself, your colleagues and all other people who could be affected by your acts or omissions at work. You will be expected to co-operate with the school's health & safety office to enable them to fulfil their obligations.

Other	<ul style="list-style-type: none"> • Undertake any other work as reasonably requested by the Head of Pastoral Care, Bursar or the Head. • Be familiar with the school's Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children, attend all safeguarding training. • All Rose Hill School staff have a part to play in supporting the school's ethos, understanding pupil safeguarding requirements and promoting the best possible image to parents and prospective parents. • Staff are encouraged to submit ideas for whole school development each year.
PERSONAL SPECIFICATION	<p>The ideal candidate will have proven working experience as Playground/Lunchtime Supervisor</p> <ul style="list-style-type: none"> • High level of honesty and integrity. • Ability to reflect, review, learn and change if appropriate. • Strong intellect coupled with a sense of humour.
OUTLINE TERMS AND CONDITIONS	<p>The post is a part time position for 5 days per week. The working hours will be 9.30am-2.00pm Monday to Friday during term time plus 4.5 hours on each of the 4 INSET days.</p> <p>The school operates a pension scheme which all non-teaching members of staff are eligible to join, both the school and member of staff contribute.</p> <p>Generous school fee concessions are available to those staff children who are educated at the school, up to the normal leaving age.</p>

The closing date for applications is: 27 September 2023
Interviews will be held the week commencing 2 October 2023
Start date for post – 6 November 2023 or sooner if possible

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding & Child Protection Policy Statement at all times. If in the course of carrying out their duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to one of the School's Designated Safeguarding Leads or to the Head.

Rose Hill School is fully committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Any offer of employment will be subject to the receipt of satisfactory enhanced DBS (Disclosure and Barring Service) and other checks, references, medical clearance and proof of legal right to work in the UK. This role amounts to regulated activity with children.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

This job description is not intended to be all embracing and the post holder shall be required to carry out other duties as necessary and required, commensurate with training and experience. Rose Hill School reserves the right to amend this Job Description from time to time according to business needs. Any changes will be confirmed in writing.