

## **Werneth Primary School Job Description**

### **Midday Supervisor & Breakfast Club Assistant**

#### **Purpose of the Role**

Responsible to the Executive Principal and Head of Academy for the safe supervision of children during breakfast and lunchtimes- including leading games and activities; encouraging children to eat well; and implement whole school policies that promote positive behaviour and relationships and keep children safe in school.

#### **Summary of Main Duties and Responsibilities:**

##### **KEY TASKS**

- To operate in line with the ethos, culture, overall aims and policies of the school
- To be aware of, and alert to, safeguarding concerns and report them to the Designated Safeguarding Lead (DSL) verbally and through CPOMS
- To communicate concerns about children's emotional wellbeing, friendships or presentation promptly with relevant staff.
- To build up a positive relationship with the children, ensuring all children feel welcomed, valued and able to participate in breakfast and lunchtime activities.
- To work with our children to ensure a calm, sociable atmosphere during breakfast club and lunchtimes.
- To supervise and lead games and play during breakfast club and lunchtimes.
- To promote safe and positive behaviour from all of our children by implementing the school Behaviour and Relationships Policy.
- To use a relational approach when supporting behaviour, helping children repair relationships and reflect on incidents where appropriate.
- To contribute to a nurturing and emotionally supportive environment that reflects the school's values and culture.
- To ensure the smooth running of the breakfast/lunch hall and playgrounds during lunchtime sessions- including the safe supervision of children as they move around the school
- Liaise with the Senior Leadership Team (SLT), Office Manager and your line manager regarding issues of breakfast and lunchtime supervision
- To be aware of, and alert to, health and safety issues and report them to the Site Manager
- Complete First Aid training and provide first aid, where needed
- To ensure that school corridors and learning spaces are kept tidy and free of litter
- To ensure the kitchen facility and dining areas are kept clean and tidy
- To work flexibly and undertake, when required, other duties associated with supporting the needs of students/staff as may reasonably be determined by the Executive Principal, Head of Academy and/or their representatives.

**PERSON SPECIFICATION: MIDDAY SUPERVISOR & BREAKFAST CLUB ASSISTANT**

This person specification will be used in shortlisting and interview to select the best candidate. Each applicant should therefore address the person specification in their written application and where appropriate should give examples of how you meet the criteria.

	Essential	Desirable	Method of Assessment
<b>Education</b>			
Experience of working in Education		√	Application/Interview
<b>Skills and Knowledge</b>			
Willingness to engage in relevant training and ability to improve own practice	√		Application/Interview
<b>Education and Qualifications</b>			
Good standard of Education		√	Application/Interview
A good knowledge and understanding of safeguarding practices and procedures or willingness to engage in relevant safeguarding training	√		Application/Interview
Be able to communicate in a language represented in our school community (English or Urdu or Bengali or Romanian)		√	Application/Interview
Willingness to undertake First Aid training	√		Application/Interview
<b>Attitude and Personal Qualities</b>			
Accuracy and attention to detail	√		Application/Interview
Ability to work independently and as part of a team.	√		Application/Interview
Confidence in your abilities to deal with problems as they arise in a professional manner	√		Application/Interview
Ability to multi-task, work under pressure and meet deadlines	√		Application/Interview
A proactive approach and willingness to implement whole school policy and approaches to behaviour and relationships with children, staff and parents/carers	√		Application/Interview
To recognise that behaviour is a form of communication and respond to children with curiosity, empathy and consistency, in line with the school's relational approach.	√		Application/Interview
Good Interpersonal skills and ability to establish and maintain good working relationships with children, staff and parents/carers	√		Application/Interview
Patience and ability to remain calm	√		Application/Interview
An enthusiastic and flexible approach to working routines and practices	√		Application/Interview
Suitability to work with children	√		Application/Interview
Commitment to equality of opportunity and anti-discriminatory practice.	√		Application/Interview
Sensitivity to community issues	√		Application/Interview
Empathy with the age group and the provision of a quality service for young people	√		Application/Interview
<b>Work Circumstances</b>			
To work flexibly as the workload demands	√		Application/Interview
Occasional out of hours working to support school functions	√		Application/Interview