**Victoria Park Primary School**
**Senior Lunchtime Supervisor (Senior SMSA)**
**Job description**

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| **Job title** | Lunchtime Supervisor |
| **Location** | Victoria Park Primary School |
| **Salary** | Salary:  HV6 £23,473 FTE (Actual Salary £3,603.72) |
| **Role Summary** | To supervise, guide and assist children during the midday break, so as to ensure the safety, general welfare and proper conduct of pupils during this period. |
| **Working pattern** | Hours: 6 hours and 40 minutes per week, Term Time Only (Tues - Fri 1 hour 15 minutes a day, Monday's 1hr 40 mins. |
| **Duties** | **To develop and maintain a safe and stimulating play setting and to encourage child centred play at lunchtimes.**<br><br>• To ensure procedures outlined within the play policy are followed<br>• To ensure that the setting up and end of session procedures are followed correctly and promptly so that the play environment including equipment and activities are prepared and completed in time for the arrival and departure of children.<br>• To facilitate creative play opportunities allowing for safe risks and challenges for all children.<br>• To maintain children's safety at all times during attendance at the play setting.<br>• To develop and maintain a play setting free from prejudice and without discrimination in line with equal opportunities current legislation and codes of practice.<br>    -<br>**To ensure the safety and well-being of all children are met.**<br><br>• Use the school recording system to log incidents of behaviour or safeguarding concerns.<br>• To raise safeguarding concerns with the Designated Safeguarding Lead or a Deputy Safeguarding Lead.<br>• To ensure the children's and adult's physical and emotional well-being whilst attending the play setting eg:<br>    -First Aid<br>    -Monitor and respond to behaviour (wanted and unwanted)<br><br>**General**<br><br>• So far as reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises / work areas for which the postholder is responsible, to maintain a safe working environment for |

| | employees and service users.  These are defined in the Corporate Health, safety and Welfare policy, departmental policies and codes of practice.<br>• Work in compliance with the Code of Conduct, Regulations and policies of Cathedral Schools Trust, and its commitment to equal opportunities<br>• Other such duties as may be assigned by the Headteacher that are commensurate with the grade of the post.<br>• This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. |
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| **Skills / Experience / Qualifications** | You will need to be creative, have a good understanding of children's play and be able to form excellent relationships with pupils, parents and colleagues.<br><br>Experience of working in a play setting is desirable. |
| **Reporting to** | Assistant Headteacher |
| **Safeguarding** | *We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.* |

*Notes:*
*The duties outlined in this job description may be modified by The Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.*

*This document does not form part of your contract of employment with the school.*

*Cathedral Schools Trust recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. We welcome applications from*
*people of all backgrounds, but particularly welcome those from BAME backgrounds, as we recognise that our staff team does not currently reflect the diversity of our student body.*
*As part of our commitment to equal opportunities, we ask that all applications are made using our application form and are accompanied by an equal opportunities form. The equal opportunities form is anonymous and is not shared with the shortlisting panel.*