



OUR VALUES

We enrich through a broad and varied curriculum

Job Description

Job Title:	Lunchtime Supervisor
Job Type:	Part Time – 5 days 1:15 hours per day
Contract type:	Permanent Contract
Location:	Tormead Prep School, Cranley Rd, Guildford GU1 2JD
Department:	Prep Staff
Salary:	Competitive / depending on experience
Line Manager:	MPRI (Deputy Head)

Job Summary

To supervise children during lunchtime/playtime. Contribute to a happy, safe, and supportive environment.

Main Responsibilities

- Encouraging children to behave politely and respect others.
- Contribute to a happy, safe and supportive environment.
- Ensure children walk around school estate (premises) in a calm and safe manner.
- Be able to communicate positively and effectively with pupils and colleagues.
- Develop good, professional relationships with colleagues and be able to work as a team.
- First Aid administration.

Other Duties

- Be aware of and comply with policies, and procedures relating to child protection, health, safety and security and confidentiality reporting all concerns to either the Deputy Head or Head of Prep.
- Attend and participate in training and development courses as required.
- Be a role model for the standards of behaviour expected of pupils.
- Be passionate about transforming the lives of children.
- Undertake reasonable additional duties as requested by the headteacher.

Key Relationships

Internal: Prep Head, Deputy Head, Head of Pre-Prep, Office staff

Person Specification	Essential	Desirable
Education / Qualifications / Training		
GCSEs in English and maths at grade C/4 or above		D
Data protection training		D
Additional qualifications and training		D
Experience		
Experience: <ul style="list-style-type: none"> Working in with children Working in an education setting 	E	D
Skills / Characteristics		
Skills: <ul style="list-style-type: none"> Excellent communication Skills Excellent emotional intelligence in supporting the children on the playground Excellent management of children's behaviour/ high expectations of behaviour to ensure safety Personal Traits: <ul style="list-style-type: none"> Sympathetic towards to the aims and ethos of our school Excellent time management The ability to work independently and as part of a team The ability to maintain successful professional relationships 	E E E E E E E	
Safeguarding		
<p>To promote and safeguard the welfare of children and young persons for whom the lunchtime supervisor is responsible, or with whom he/she encounters, and to adhere to and ensure compliance with Tormead's Safeguarding Policy at all times.</p> <p>in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, any concerns must be reported to the school's Designated Safeguarding Lead (DSL) in accordance with Tormead's policies and procedures.</p>		