

Job Description: Lunchtime Supervisor/Play Activity Worker

Reporting to:	Head of School
Location:	Ark Brunel Primary Academy
Start Date:	1st September 2022
Working Pattern:	Part Time from 10.15am to 1.45pm, Monday to Friday (17.5hrs per week), Term Time only
Salary:	Ark Support Scale 2: Pay Points 1 – 3 £9331 to £9576

The Role

We have a vacancy for a Lunchtime Supervisor/Play Activity Worker who will be responsible for leading children's active play activities during the daily breaktimes and lunchtime sessions for KS1 and KS2 groups, initiating positive play and ensuring that the health and safety and wellbeing of the children is maintained at all times, in order to create a purposeful, positive and inclusive learning environment, also supervise the children in the dining hall.

Key Responsibilities

Dining Room Support

- Supervise student movement to ensure all have access to midday meals provision at the correct time and in the correct place
- Ensure orderly and calm lunchtime eating, including the supervision of queues and student behaviour within the dining area and around the academy
- Ensure the students take responsibility for the cleanliness of tables and clearing of trays during the lunchtime period, supporting them when required
- As part of a team, manage supervision of students in the playground
- Engage the children in fun learning and play activities

General Supervision and Play

- Supervise behaviour and lead playground activities, including supervising play inside the classroom in the event of bad weather
- Contribute to the overall ethos, work and aims of the school
- Establish good relationships with all students
- Ensure children play safely and kindly
- Ensure excellent student behaviour is maintained by maintaining a presence around the academy and by consistent application of the academy's behaviour policy
- Understand and apply school policies in relation to health, safety and welfare of students
- Deal with injuries and emergencies and administer basic first aid, keeping records of incidents
- Set-out, clear up and maintain safe play equipment daily

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark's data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

- Be hard working, flexible and reliable and able to work effectively with children from a variety of age groups

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Person Specification: Lunchtime Supervisor/Play Activity Worker

Knowledge, Skills and Experience

- Experience in a similar role within a school or the education sector (desirable)
- Able to help implement the necessary routines and patterns to establish good behaviour management within the school
- Able to contribute to overall school behaviour records and provide feedback
- Ability to deal with minor incidents, first aid, and the personal health and hygiene of students
- Strong communication skills with adults and children
- Highly organised and efficient; capable of multi-tasking and working at pace
- Able to use initiative and imagination to devise games and play for children
- Must be able to meet the physical demands of the role

Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multi task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement
- Be hard working, flexible and reliable and able to work effectively with children from a variety of age groups

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.