



## **Job Description**

**Job Purpose:** To provide effective supervision of pupils during the lunchtime break at Westdale Junior School, Mapperley.

### **Key Responsibilities**

1. Ensuring pupil safety and wellbeing by actively supervising children at all times whether it be on the playground, in class during wet play or travelling in and out of the school building.
2. Engaging children in stimulating play and promoting a caring and happy environment.
3. Encouraging kind and respectful behaviour.
4. Providing basic First Aid.
5. To have an awareness of pupil's physical, medical, emotional and behavioural needs.
6. To report any causes for concern relating to the welfare and safety of pupils to the Designated Safeguarding Lead (DSL) or if unavailable a member of the senior leadership team, maintaining confidentiality at all times.
7. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school
8. Monitoring play resources and reporting defects to the School Business Manager.
9. Monitoring pupil behaviour and reporting issues to Class Teachers/Head of School.
10. Additional duties appropriate to the function and nature of the post.

### **Key Accountabilities:**

1. Accountable for the safe supervision of pupils during the lunchtime break.
2. Delivering play opportunities that meet the school's requirements and expectations
3. Ensuring that documentation of First Aid/injuries is adhered to at all times.
4. Accountable for efficient personal time keeping and working to set/agreed work standards.