

## Job Description Break Supervisor



<b>Purpose</b>	<p>This is a part time role to assist in the supervision of children during morning and lunch break. You will be required to work both indoors and outdoors depending upon the weather.</p>						
<b>Tenure</b>	<p>Part time, fixed term (to end of academic year 2018/19). The hours for this post are</p> <table style="margin-left: 40px;"> <tr> <td>Monday – Friday:</td> <td>11am – 11.20am</td> </tr> <tr> <td>Monday – Thursday</td> <td>1.00pm – 1.50pm</td> </tr> <tr> <td>Friday</td> <td>12.40 – 1.50pm</td> </tr> </table>	Monday – Friday:	11am – 11.20am	Monday – Thursday	1.00pm – 1.50pm	Friday	12.40 – 1.50pm
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Friday	12.40 – 1.50pm						
<b>Job Share</b>	<p>A job share would be considered. Please state on your application if you wish to apply or a job share</p>						
<b>Rate of pay</b>	<p>Salary point B for hourly paid staff - £7.83ph</p>						
<b>Holidays</b>	<p>28 days incl. bank holidays (increasing to 33 days after 3 years) pro rata, to be taken during the school holidays</p>						
<b>Education and qualifications</b>	<p>Essential qualifications:</p> <ul style="list-style-type: none"> <li>• A satisfactory enhanced DBS check</li> <li>• Legally entitled to work in the UK</li> <li>• An emergency first aid qualification or a willingness to train.</li> </ul>						
<b>Personal qualities: attributes/skills required</b>	<p>The successful candidate will:</p> <ul style="list-style-type: none"> <li>• Have an ability to work successfully in a team</li> <li>• Have demonstrable interpersonal and communication skills</li> <li>• Have good observational skills leading to an ability to take initiative</li> <li>• Understand the need for confidentiality</li> <li>• An awareness of health &amp; safety issues</li> <li>• Have good spoken English</li> <li>• be organised, responsible, self-motivated and flexible</li> <li>• have a positive attitude to work</li> <li>• be realistic in expectation of child’s behaviour and knowing when to assist and when to step back</li> <li>• have an ability to establish rapport and respectful, trusting relationships with children, young people</li> </ul>						
<b>Main duties and responsibilities</b>	<p>The Break Supervisor will be required to:</p> <ul style="list-style-type: none"> <li>• Supervise the playground area, playing fields or inside the building as required.</li> <li>• Clear away any litter at the end of break and return any equipment to the appropriate place</li> <li>• Deal with minor first aid incidents; follow appropriate procedures for recording and reporting.</li> <li>• Assist in the implementation of appropriate behaviour management strategies as required</li> <li>• Observe a child or young person’s behaviour, understand its context, and notice any unexpected changes and report any inappropriate behaviour to the correct member of staff.</li> <li>• Resolve minor disputes between pupils</li> <li>• Assist in the supervision of other activities during the midday break, including setting out and storing equipment</li> <li>• Be conscious that confidentiality must be maintained and respected</li> </ul>						

	<p>Corridor Supervisor (Friday 12.40pm – 1.00pm)</p> <ul style="list-style-type: none"> <li>• Open and close the Early Years entrance door to allow parents to drop off and collect their children.</li> <li>• Supervise the entrance</li> <li>• Ensure parents do not enter the children’s toilets or any other part of the school other than the Kindergarten corridor.</li> <li>• Deal with minor first aid incidents; follow appropriate procedures for recording and reporting.</li> <li>• Assist in the implementation of appropriate behaviour management strategies as required</li> <li>• Observe a child or young person’s behaviour, understand its context, and notice any unexpected changes and report any inappropriate behaviour to the correct member of staff.</li> <li>• Be conscious that confidentiality must be maintained and respected</li> </ul>
Safeguarding	<ul style="list-style-type: none"> <li>• To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.</li> <li>• Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security.</li> <li>• Be aware of own (and others’) professional boundaries.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>• Be aware of and implement your health and safety responsibilities as an employee</li> <li>• To work with colleagues and others to maintain health, safety and welfare within the working environment</li> </ul>
Equality and Diversity	<p>York Steiner School requires that staff treat everyone as individuals, with respect for their diversity, culture and values and with awareness of the ethos and values of the community as a whole.</p>
Management and supervision	<p>Break Supervisor: A representative of Education Mandate will take responsibility for providing induction and appraisal.</p> <p>Corridor Supervisor: A representative of Education Mandate will take responsibility for providing induction and appraisal.</p> <p>Early Years &amp; Education Mandate are responsible to the School Management Group and the Board of Trustees</p>

York Steiner School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.