



St Christopher's School Trust (Epsom) Ltd

Job Title: Lunchtime Playground Supervisor

Main purpose of the job: To assist in promoting a safe and happy play environment for all children at St Christopher's, whilst supporting the development of their Personal, Social, and Emotional Development.

Responsible to: The post holder is responsible to the Senior Management Team and will work closely with teaching assistants, key workers, and our admin team. The post holder will interact on a professional level with all colleagues and seek to establish and maintain productive relationships with pupils, parents, and support staff, including outside agencies.

Responsible for: Supervising the lunch play of Reception, Year 1 and Year 2, alongside other staff members.

Hours: 12.10pm – 1.40pm Monday - Friday term-time only

Duties:

- Work as part of a team to initiate and develop a range of inclusive and stimulating play opportunities (including indoor in wet weather) for all children and to participate in the delivery of these play opportunities as required.
- To introduce and model exciting games to play.
- Allow children the freedom to play whilst supporting them through any difficulties they may experience in playtime.
- To promote development of the children's Personal, Social and Emotional Development by talking through and helping the children solve playground disagreements.
- At all times to work within the school's policies with regard to: Behaviour Management /Equal Opportunities/Safeguarding/Health & Safety/Anti-Bullying/Confidentiality.
- To guide and support the children in tidying away the equipment at the end of lunch play.
- Supervise children to line-up in their classes at the end of lunchtime.
- To administer basic First Aid and write up the accident slips in readiness for the office to email home.
- To liaise with the class teacher regarding any concerns about individual children at the end of each session; and make appropriate records.
- Attend and participate in team meetings, supervisions, training and insets as required. To meet weekly with the Senior Teacher to discuss the organisation and structure of the lunch play.
- Ensure with other team members that a good, changing and varied supply of play materials and equipment are sourced, maintained and stored. Report any worn, missing or damaged materials to the Senior Teacher or Premises Manager
- Any other duties as deemed reasonable by the Headteacher.

Safeguarding of pupils and Duty of Care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm and know the characteristics of abuse or neglect. If you suspect or confirm harm, then it is essential you know what actions to take.

Annual safeguarding training is offered at St Christopher's, and it is the staff member's responsibility to be aware of the most up to date guidance documents in the Keeping Children Safe in Education document (DFE (Department for Education)).

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.