

# JOB DESCRIPTION

Date

December  
2017

Job title:	Lunchtime Supervisor and Learning Support Assistant
Reporting to:	Deputy Head Pastoral
Department/School:	Hendon Preparatory School
Scope:	
Checks:	DBS, overseas checks and employer references

*The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.*

## Working With Us

Achieving more than you believed possible – that's what constitutes a quality education. At Cognita it is what we strive for in our schools. We want it for our children, and we want it for the people who work for us.

Since Cognita's launch in 2004, we've built an international network of 67 schools that serve some 30,000 pupils across seven countries in the UK, Europe, Latin America and South-East Asia.

Cognita's international network of schools and regional offices, combined with our ongoing investment in the professional development of our people, means we can offer first-class career opportunities with a global dimension. If you want to take your career further, we want to support you in achieving that goal within Cognita.

## Job Summary

To provide lunchtime supervision of children ensuring a safe and caring environment.

To work alongside the Individual Needs Coordinator to support access to learning for children who require additional support with their learning.

## Key Responsibilities

- To supervise and assist children with their outdoor clothing.
- Listening to pupils, dealing with situations as they arise, including toileting accidents/nappy changing.
- Ensuring children do not leave the school premises or go into areas of the school which are out of bounds, knowing the layout of the school both internally and externally and being aware of site entrances and exits, boundaries and access points for vehicles.
- Ensure the welfare and safety of all pupils at all times, reporting any concerns immediately to the appropriate member of staff and complete an accident report form.
- Tending to sick or injured pupils and reporting any serious accidents, liaising with the school office and teachers regarding sick or injured children.
- Being prepared to administer First Aid if required.
- Being vigilant and raising concerns about individual pupils or groups of pupils.
- Dealing with incidents of misbehaviour and reporting them appropriately.
- Experience of supervising children during playtimes.
- Ensure the school behavioural policies are adhered to.
- Support groups and individual pupils with English and Maths.
- Work with a variety of children with special educational needs including:-
  - ASD
  - Speech and Language
  - Specific Learning Difficulties
- Work alongside and continue using the strategies of other professionals working with a child as an OT or Speech and Language Therapist.
- Provide feedback and work closely with subject teachers or class teachers to meet the needs of the child.
- Be able to help children integrate as fully as possible with other children in the class.
- Encourage children's independence.
- Work well in team.
- Ensure confidentiality at all times.
- Adhere to and promote the safeguarding expectations of the school.

## Principal Working Relationships

Internal:

Head of Junior School

Deputy Head Academic

Deputy Head Pastoral

External:

Parents

## Person Specification

Education and Skills:

- Teaching Assistant
- First Aid qualification

Training and Experience:

- Experience of working in a school
- Experience of supervising children

Competencies for the Role:

Role Specific

- Calm, caring and diligent approach to supervising children during lunchtime
- Ability to work as part of a team
- Ability to communicate effectively, work flexibly and show initiative
- Ability to encourage children to develop self-discipline, self-esteem, confidence and independence.

Values Based Behaviours – the behaviours associated with our company values

- Excellence
- Respect
- Integrity
- Collaboration
- Accountability

## Remuneration

- Competitive salary
- Contributory pension scheme
- School fee discount
- Professional development
- 28 days holiday (pro-rata'd to part time/term time)

Signed: ..... Date: .....

Name (Print): .....