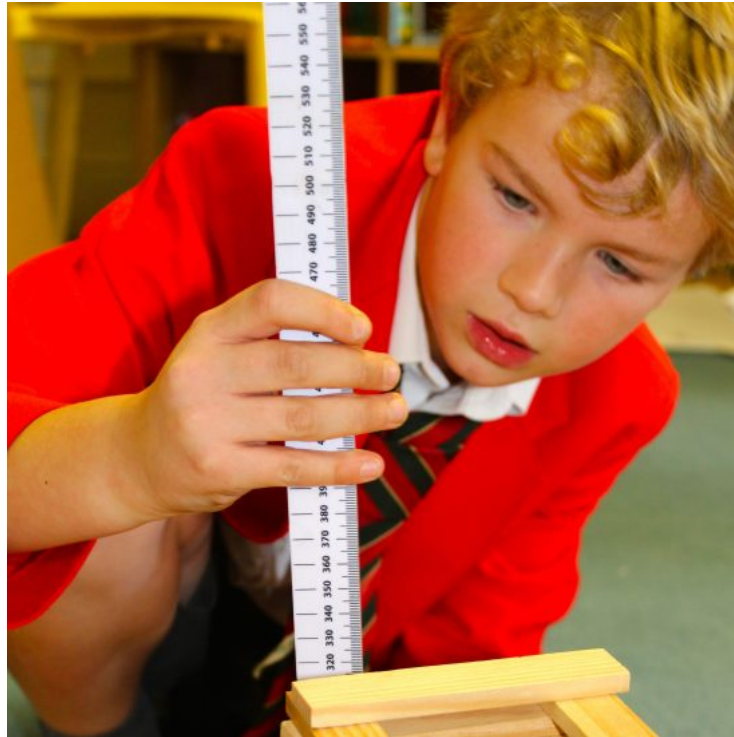




HOWE GREEN HOUSE
BISHOP'S STORTFORD

Breaktime Supervisor



Part Time

12:30 to 13:30 (term time only)

Start date – September

£12.21 per hour

*Howe Green House is committed to the protection and safety of its pupils and follows safer recruitment practice. If called for interview you will need to bring your driving licence, passport or other photographic ID and **original** examination documents or certificates for verification. The interview will also assess your suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.*

Howe Green House School



Howe Green House School is a unique environment where children are encouraged, supported and challenged to find their love of learning and stimulate their curiosity of the world.

Our small class sizes and outstanding wellbeing and pastoral care ensures children are not only known individually, but are truly understood and celebrated. The Howe Green House family is a remarkable and dedicated one, and the positivity, kindness and support between each member truly extends outside the school gates.

The children at Howe Green House are immersed in an incredible range of opportunities and are encouraged to try everything on a journey of self-discovery to find their passions – developing resilience and confidence along the way.

Our educational experience starts in Little Oaks Nursery, where the children explore their world and build their knowledge and understanding. These learning connections are then strengthened through the pre-prep and prep school where the wide curriculum allows them to develop their learning skills to be collaborators, problem solvers and decision makers. The children are able to move on to their senior schools of choice with great success and confidence.



JOB DESCRIPTION

Main Responsibilities

The role involves working as part of a team, to ensure the supervision of pupils throughout break and lunch periods, with some additional classroom support in between these times. Key responsibilities include;

- To promote and safeguard the welfare of all children and young persons and comply fully with the requirements as set out in the DfE document 'Keeping Children Safe in Education' and any relevant supplementary guidance.
 - To liaise with the Head of Prep and the Head of Pre-Prep to ensure breaktimes and lunchtimes operate efficiently within the Dining and Playground areas and to assist teaching staff during wet breaks as necessary.
 - Ensure pupils are enjoying their lunch break.
 - Involve pupils in outside/inside activities.
 - Assist in the dining area and encourage pupils to eat their chosen meal or packed lunch.
 - To understand and comply with the school's policies and procedures.
 - To understand and comply with Health and Safety regulations, ensure that any hazards, near miss incidents and accidents are reported appropriately.
 - Manage behaviour effectively, inline with our behaviour policy, to ensure a good and safe environment where children can enjoy their play activities.
 - To assist in maintaining discipline by dealing with minor matters and reporting serious incidents to a member of the Senior Leadership Team in line with the school's policies and procedures.
 - To be responsible for a group of pupils throughout the lunch period.
 - Support class teachers in the classroom between break duties, for example listening to children read or creating resources.
 - To encourage good eating practices, e.g. assisting pupils by cutting up food for younger age groups.
 - To deal with minor incidents e.g. food spillages on floors and children.
 - To maintain site security and approach visitors entering school premises.
- Professional responsibilities
- Communicate with colleagues and co-operate and work as a member of a team.
 - Attend any CPD deemed necessary for your personal development.
 - To maintain confidentiality at all times and share information on a need-to-know basis in line with school procedures.

- To have a flexible approach to roles and responsibilities within the team.
- To deal sensitively and calmly with children at all times.

Attributes	Requirements	Essential / Desirable
Education / Qualifications and Training	Secure literacy skills	Essential
	Training in relevant behaviour strategies	Desirable
	Safeguarding training Experience	Desirable
Skills and Experience	Experience of working with children of relevant age in a school or similar environment.	Essential
	Experience in a Midday Assistant role Knowledge and Skills	Desirable
	Knowledge of how to maintain safe supervision of children	Essential
Person Specification	Ability to make decisions quickly to ensure the safety of children	Essential
	Ability to follow instructions accurately but also to show initiative and make good judgements when required	Essential
	Flexible attitude to work and willingness to support colleagues	Essential
	Understanding of the importance of confidentiality and discretion	Essential
	A helpful and positive nature with a calm and caring disposition	Essential
	Hardworking, conscientious and flexible	Essential
	Adaptability and the skills to work in harmony with a range of individuals	Essential