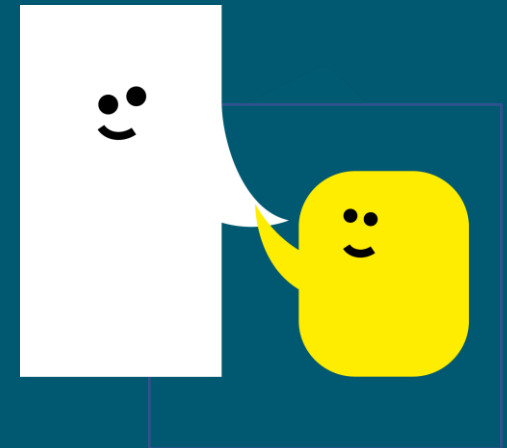


Lunchtime Play Supervisor

Recruitment Pack for Candidates
September 2024



A Speech and
Language UK school



About Meath



A Speech and
Language UK school

Meath, a Speech and Language UK School (www.meathschool.org.uk) based in Ottershaw, Surrey is a day and residential non-maintained primary special school for up to 75 pupils aged 4 to 11 years, where Speech and/or Language Disorder and associated difficulties is the primary need, including children with high functioning Autism.

Our most recent Ofsted report (2023) is highly positive about the work of the school and the progress which our children make. “Pupils are happy and safe, and they enjoy being in school. They comment that ‘everyone can have friends here’.”

“The values of ‘talk, learn, grow’ are at the heart of all that the school does. Every aspect of learning is centred around equipping pupils to become confident and independent communicators.”

“The harmonious collaboration between the therapy and education teams forms the core provision. Therapy programmes are seamlessly intertwined throughout all lessons, and every pupil benefits from this enrichment.”



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About Speech and Language UK



At **Speech and Language UK**, we want every child to face the future with confidence. For 1.9 million children in the UK, learning to talk and understand words feel like an impossible hurdle. Without the right help, this can destroy their world. They feel disconnected from their family. Unable to make friends. Unfairly punished for not following instructions they don't understand. What does the future hold for them?

We must reach children earlier, to make sure every child has the skills to face the future. We design innovative tools and training for thousands of nursery staff and teachers. We give families the confidence and skills to help their child. And we put pressure on politicians to prioritise support for children. Too many children are left waiting to be understood. Help us bring speech and language skills into the spotlight so they can all flourish.

For more information about Speech and Language UK, its work and values go to or follow-us on Twitter @SpeechAndLangUK



Principal's Welcome

It is with great pleasure that I welcome you to share the experience we have at Meath. We are a school dedicated to ensuring every child learns to communicate, gets a positive learning experience and feels a sense of belonging and security to be themselves and flourish by overcoming their barrier to learning. Our school is immersed in the total communication approach, so whatever the communication need, there is a way to get past it.

We at Meath, take great pride in the work we do and the progress we see of individual children. We believe that we open doors and support children to be strong independent communicators and learners. We offer a way to ensure they are heard and can give their valued voice and opinion by whatever means.

We want to prepare children for the next stage of their education and give them the tools to independently access the learning and education which will provide them with greater life choices and experiences. We want every child to **TALK, LEARN,** and **GROW,** we want them to 'talk' through any means possible, learn and empower them to grow as independent citizens. Our collaborative and immersive environment allows children to be effective communicators and learn various means to have their voice heard. We work as a multi-disciplinary team to ensure the best expertise is shared and taught so that we drive progress forward and ensure we are providing the most evidence-based approach to our practice.

Majella Delaney
Principal

“Meath School has been amazing – we’ve got our little boy back! He’s made lots of friends, and he’s understanding so much more.”



The Role

Thank you for your interest in becoming our Lunchtime Play Supervisor at our Ofsted 'Outstanding' school in Surrey. We have been rated as outstanding for fourteen years and are part of the leading children's communications charity, Speech and Language UK. We are located between Woking and Chertsey in delightful grounds close to Runnymede which is an inspiring setting to work in.

We are looking to appoint Lunchtime Play Supervisor to provide support in feeding, play-work and personal care to pupils during the midday break.

You will support school staff during play breaks and midday meals and be responsible for the supervision of pupils during the break periods.

You will work alongside supportive, experienced staff in a welcoming environment and help support children with complex needs.

This is a role that requires the ability to communicate effectively with children as well as your colleagues. You may already have experience of working with primary pupils in a school setting, with experience of SEN but this is not essential. You will also need basic literacy, numeracy and ICT skills. Above all your flexible, positive attitude will shine through as will your desire to develop our outstanding school.

We will give you lots of training and support!



What we offer

Meath, a Speech and Language UK School is a fantastic place to work, with benefits including;

- Annual salary reviews
- Employee assistance programme providing a confidential helpline
- Supportive and paid sick leave, if needed
- 1 wellbeing day to be taken during term time each year
- A team of Mental Health First Aiders in school
- A supportive culture that aims to promote positive mental health and wellbeing of staff
- Life events celebrated
- Staff appreciation gestures throughout the year
- A friendly, passionate and enthusiastic team dedicated to getting the best outcomes for our young people
- Free optional flu jab in the Winter
- Contributory pension scheme
- Life assurance cover
- Enhanced maternity and paternity leave
- Free eye test
- Interest-free annual season ticket loan and bike loan
- Plenty of onsite parking
- Discounted staff lunches
- Access to hundreds of exclusive perks, discounts and wellness resources through Perkbox
- A comprehensive induction programme so you can hit the ground running
- Continued professional development and training opportunities, and regular professional support





Job Description

Job Title: Lunchtime Play Supervisor

Salary: £9,223.37 per annum/£12.28 per hour, part-time, term time only (FTE £22,350)

Hours: 16.25 hours per week, Monday to Friday, 10.30am – 1.45pm

Contract Type: 1 Year Fixed Term contract, possibility of extension/permanent opportunities



A Speech and Language UK school

JOB DESCRIPTION

Job Title: Lunchtime Play Supervisor

Responsible To: Learning Support Coordinator

Scope and Objectives

To support school staff during play breaks and midday meals, reporting to the LSA Coordinator and the Assistant Headteacher. To be responsible for the play and supervision of pupils during the midday break.

Duties will include ensuring the appropriate support of all pupils eating dinner, and in and around the school buildings and playground during the break periods.

To support school teams in their professional duties.

Specific Responsibilities

Play & Lunch Break Duties

1. **Create a Safe and Fun Environment:** Supervise play and lunch break periods, ensuring a positive and engaging atmosphere across the dining room, school building, and outdoor play areas.
2. **Encourage Social Skills:** Help pupils enjoy their meals in a supportive, social setting, encouraging positive interactions and fostering independence.
3. **Support Individualized Learning:** Collaborate with class teams to implement occupational therapy and speech & language programs, making a direct impact on student development.
4. **Champion Positive Behaviour:** Work within the school's behaviour management and equal opportunities policies, supporting a respectful and inclusive environment.
5. **Be a Problem Solver:** Address and manage incidents professionally, referring them to the appropriate staff, LSA Coordinator, or senior manager. Ensure incidents are properly recorded in accordance with school procedures.
6. **Learn and Communicate:** Become proficient in Signed Speech (as required) to further enhance communication with students.
7. **Grow Your Skills:** Embrace ongoing training and development opportunities to stay updated and improve your effectiveness in the role.
8. **Be Part of a Supportive Team:** Participate in regular appraisals and supervision to ensure continuous personal and professional growth.

General Responsibilities

1. **Safety First:** Always act in ways that prioritize the safety of yourself, your colleagues, and the students.
2. **Promote Inclusivity:** Uphold a culture of respect and inclusion, ensuring no individual is discriminated against based on sex, sexual orientation, marital status, race, religion, nationality, or disability.
3. **Confidentiality Matters:** Maintain strict confidentiality around all information related to students, staff, the school, and Speech and Language UK's work.
4. **Protect School Resources:** Act responsibly to safeguard the school's property and resources, ensuring they are used efficiently and appropriately.
5. **Commitment to Safeguarding:** Share the school's commitment to safeguarding and promoting the welfare of all children and young people, upholding the highest standards of care.
6. **Follow Policies and Procedures:** Ensure full compliance with all relevant Speech and Language UK policies and procedures, contributing to a harmonious and effective working environment.

Note: This list of responsibilities is not exhaustive, and you may be asked to take on additional duties that align with the needs of the school.

This job description is subject to regular review and appropriate modification

PERSON SPECIFICATION

ESSENTIAL

- Ability to relate to young children individually and in groups
- Ability to communicate effectively with colleagues
- Basic numeracy
- Clear accurate verbal and written communication – minimum requirement GCSE pass
- Ability to use I.T. recording systems appropriately
- Working as a member of a team
- Flexibility and adaptability, using own initiative as appropriate.
- Ability to follow instructions
- Reliability
- Fitness to undertake duties of the post
- Commitment to safeguarding and promoting the welfare of young people

DESIRABLE

- Experience of working with young/primary children in a school setting paid/unpaid
- Experience of working with children or young people with special needs

Summary of Terms and Conditions of Employment and Benefits

Job Title:	Lunchtime Play Supervisor
Start Date:	As soon as possible
Location:	Meath School, Brox Road, Ottershaw, Surrey, KT16 0LF
Annual Salary:	£9,223.37 per annum/£12.28 per hour, part-time, term time only (FTE £22,350)
Hours:	16.25 hours per week, 10.30pm to 1:45pm term time only. Pay through the school closure periods.
Working Weeks:	35 days per annum contractual annual leave
Annual Leave:	The successful candidate's employment is subject to an enhanced DBS and barred list check
Disclosure & Barring Service Check:	The successful candidate's employment is subject to an enhanced DBS and barred list check.
Probation Period:	There is a 6 month probationary period for this post
Pension:	After 3 months, staff employed on a continuing contract, or temporary contract of minimum 6 months, are entitled to join the Speech and Language UK group pension scheme with Aviva. Employer contributions 4.5%, and the minimum employee contribution is 3%. Teachers will be enrolled onto the Teachers Pensions Scheme.
Life Assurance	Life cover for 4 x annual salary. Members of Teachers Pension have life insurance cover as part of that scheme.
Perkbox:	Employee benefit providing hundreds of exclusive perks for staff ranging from discounts on shopping, entertainment and gifts, to gym membership, rewards, confidential employee assistance helpline and wellbeing resources.
Free Annual Flu Vaccination:	Free annual flu vaccination for all Speech and Language UK employees.
Payroll Giving	By joining the payroll giving scheme, you can donate to your chosen charity directly from your pay before tax is deducted.
Season Ticket Loan	Speech and Language UK offers eligible employees an interest free loan for the purchase of a season ticket for travel between home and the School.
Bike Loan	Speech and Language UK offers eligible employees an interest free loan for the purchase of a bicycle for commuting to work.

How to Apply

For an informal discussion please contact Marnie Downes, LSA Coordinator, on 01932 872302 or email marnie.downes@meathschool.org.uk To find out more about Meath School and Speech and Language UK visit www.meathschool.org.uk and www.speechandlanguage.org.uk

To apply please send the completed application form to SBM@meathschool.org.uk by **9.00am on 14th October 2024**. Interviews will be held at Meath School week commencing **21st October 2024**

To find out more about Meath School and Speech and Language UK visit www.meathschool.org.uk and www.speechandlanguage.org.uk

Speech and Language UK is committed to safeguarding and promoting the welfare of children. We carry out appropriate vetting and verifications on all staff. Please find details of our safeguarding policy <https://primarysite-prodsorted.s3.amazonaws.com/meath-school/UploadedDocument/287d788d-21c2-40e1-8465-0d84fb30e68d/sgpolicy-2023-2024-updated-march24.pdf>

All shortlisted candidates will be subject to an online search covering content that is in the public domain. In line with Keeping Children Safe in Education the successful candidate's employment is subject to an enhanced DBS and barred list check. Thank you for your interest and we look forward to hearing from you.



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