

Candidate brief for the position of  
Playground Supervisor (Part-Time, Permanent)

Newton  
PREP

*Newton Prep was rated as 'Excellent' across the board by ISI Inspectors in March 2022*



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# The School

Established in 1991, Newton Prep is a thriving school for children, aged 3-13. The School is unashamedly ambitious for its pupils who have access to outstanding facilities. We want them to achieve their academic potential whilst also engaging in sport, art, music and drama. In the School, there are currently over 650 pupils from Nursery to Year 8.

We want the children to involve themselves in the total life of the School, which includes after school clubs and activities and a wide range of trips. We celebrate the diversity of our pupils; we want our children to develop a strong sense of community, learning how to make a positive contribution to the community of Newton Prep and the world around them. The ethos and philosophy is one that is based on mutual respect and kindness shown to others.

Our Vision is to provide the children in our care with a first-rate education in the knowledge that time is precious and irreversible. The education we provide has a strong academic base and an imaginatively broad curriculum giving a rich learning experience for all children including provision for children with a range of abilities, including those with high aptitudes in specific subjects. Moreover, the Newton education has a lasting impact as children progress through their school years and throughout their lives, developing both intelligence and character. Our atmosphere is full of happiness and enthusiasm with a sense of purpose and achievement as both pupils and staff aim high. Good governance bolsters these aspirations. We focus on developing ambition in the children so that they move on to the most











appropriate senior school. Newton Prep is a model for best practice in all aspects of prep education.

The School places a strong emphasis on the education of the whole person. We attach great importance to the teaching of Art, Drama, Music and Sport as well as the more academic subjects. Our curriculum and extensive co-curricular programme, together with the House system, reflect the School's commitment to providing both high quality learning opportunities and strong pastoral support so that our pupils have the best opportunities to achieve their full potential and are successful in all areas of school life.

Fundamentally, we want Newton Prep children to enjoy their precious childhood years.

## Location

Newton Prep is positioned in the heart of central London's newest vibrant and dynamic development. The area stretching from Nine Elms to Battersea is home to a bustling new 'town'. The iconic Battersea Power Station, now rebuilt, has transformed this part of the capital. With the opening of the Northern Line tube extension, the school enjoys exceptional connectivity, we are within five-minutes' reach of three different stations, served by four bus routes and even accessible by river!

-  Battersea Park  2 mins
-  Queenstown Road  5 mins
-  Battersea Power Station  5 mins
-  156, 344, 436, 44  1-3 mins
-  Battersea Power Station  15 mins



## Summary of the Role

We are seeking to appoint a new Playground Supervisor for our upper school, supervising children in years 3-8. The post involves supervision of the children on the Playground/All Weather Pitch, or indoors if the weather is unsuitable for play outside. It is important that post-holders have the ability to interact positively with children and teenagers between the ages of 7 to 13 and have high regard to their Health and Safety.

The Playground Supervisor will report on a day-to-day basis to the Deputy Head Years 3-5 and Deputy Head Years 6-8.

This is a part-time, permanent position (term time only) commencing **January 2025**.



# Main Duties & Responsibilities

## The responsibilities of the Playground Supervisor:

- Circulate around the playground and be aware of what is happening on the playground, whilst at the same time dealing with individual children
- Ensure early intervention in disputes in order to make sure that they do not escalate into something more serious
- Ensure that the playground is safe and secure before the start of playtime (risk assess all equipment visually)
- Ensure that the first aid procedures are carried out properly and effectively i.e. refer any children with head bumps to the medical room. Report all accidents to Teachers/TAs at the end of playtime
- In line with the School's policy on behaviour management, ensure that positive strategies are used. Encourage adherence to the Core Values and Upper School Behaviour Code
- Follow all safeguarding procedures and adhere to responsibilities as directed in the School's Safeguarding Policy
- Ensure that all children are treated equally and that the same rules apply for all children
- Put out and clear away playground equipment at the beginning and end of playtime
- Ensure that playground equipment is used safely
- Advise class teachers at the end of break/lunchtime of any incidents involving children in their class
- Report any incidents/accidents to the relevant Head of Year and relevant Deputy Head Years 3-5 or Deputy Head Years 6-8
- Ensure any allegations of bullying are reported in line with our Anti-Bullying Policy
- At all times ensure the safety and wellbeing of all children in the playground
- Attend courses to develop professional skills
- Work in a manner which is safe and healthy for both yourself and others with whom you come into contact
- Be familiar with the School's Health & Safety Policy and comply with it at all times. Promptly report all safety hazards and unsafe working practices
- Read and be familiar with the Academic Staff Handbook and Employment Manual and follow the procedures therein
- Be familiar with and follow guidelines as set out in the School staff policy documents
- Work in a co-operative, diplomatic and flexible manner
- Foster and maintain good working relationships, acting as a courteous, friendly and business-like member of the School Team
- You may also from time to time be required to undertake such other comparable duties as the Head or other authorised person requires

*The post-holder has responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact. They will be required to adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the School's Designated Safeguarding Lead (DSL) or to the Head.*



## Person Specification

### The Playground Supervisor needs to have:

- Experience working with or caring for children on a voluntary or paid basis
- Good communication and interpersonal skills
- Ability to inspire trust and confidence in children
- Ability to initiate age appropriate games and activities
- Ability to maintain a safe and calm environment
- Ability to work under supervision and as part of a team
- Ability to be flexible and to work on own initiative within school guidelines
- Loyal to the School and supportive of its aims and objectives
- Willing to abide by the School's Terms & Conditions of Employment
- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Positive attitude to use of authority and maintaining discipline

### It would be desirable for the Playground Supervisor to have:

- Paediatric First Aid qualification (you may receive training should you not have this qualification)
- Previous experience of working in a school or child care environment



## Summary of Terms & Conditions

The following information provides guidance, without prejudice, on the expected main terms and conditions of employment. A formal contract detailing the terms and conditions applicable to this position will be drawn up on receipt of your acceptance of your provisional offer of employment. Any offer of employment will be subject to satisfactory recruitment checks (including qualifications, references, ID, right to work, online searches and medical checks) that are satisfactory to the School as well as satisfactory checks from the DBS and Teacher Regulation Agency.

### Salary

£11,221 (45.31% £24,765 FTE) in accordance with the School's salary scale which will reflect the experience and qualifications of the successful candidate. Salaries are paid by BACS transfer on the last working day of each month in twelve equal payments.

### Period of employment

Part-time, permanent (term time only).

### Working hours

Normal working hours are 10.45 am to 2.30 pm, Monday to Friday (term time only).

### Probation

This post is subject to a probationary period of three months. During this probationary period either you or the school may terminate your employment by giving not less than one month's prior written notice. The school may, at its discretion, extend the probationary period for a further period in the event it is considered necessary.

### Notice

Following the successful completion of your probationary period your notice period will be one month during the first four years' service. Thereafter, an additional weeks' notice is

required for each complete year of service up to a maximum of 12 weeks' notice after 12 years of service.

### Holiday

You will be entitled to 30 days holiday (pro rata) plus Christmas closure, which must be taken during school holidays. You will be required to attend any dismissal or disciplinary hearing during school holidays on being given reasonable notice.

### Pension

The school operates a Group Personal Pension Scheme. The school will automatically enrol you in its Standard Life Pension Scheme (the Scheme). If you do not wish to be a member of the Scheme you may choose to opt out. Forms are available from the Scheme's website. The school will automatically re-enrol all staff who are not members of the Scheme on a three-yearly basis. Should you wish to continue to

opt-out you will need to repeat the opt-out process. The school will contribute an amount equal to 10% of your net salary into its Group Personal Pension Scheme subject to your contributing a minimum of 4.8% of net salary into the Scheme.

### Fee remission

A discount of up to 50% is given on school fees for children attending Newton Prep (subject to satisfying the School's admission criteria). Please note this is not a contractual entitlement and the school reserves the right to vary the rate of remission or to withdraw it altogether.

### Other benefits

Staff gym, free on-site parking, cycle-to-work scheme, free 'travel to work loan scheme', free school lunch, tea and coffee during term time, 24-hour counselling and legal advice service, free annual flu vaccination, training and development opportunities.



# Application

Newton Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The School will carry out online searches on all successful candidates as part of the process of assessing suitability.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Please ensure that you include the names of two referees and details of employment since leaving school. As the position involves working with children the successful applicant must be willing to undergo child protection screening appropriate to the post (including checks with past employers) and will be subject to an Enhanced Disclosure and Barring Service check.

The closing date for applications is **9.00 am Friday 6<sup>th</sup> December 2024.**

Application is by form only, which can be downloaded [here](#) or from our website [newtonprepschool.co.uk](http://newtonprepschool.co.uk). Candidates should complete the School's Application Form and email it to the HR Assistant: [hassistant@newtonprep.co.uk](mailto:hassistant@newtonprep.co.uk).

Alternatively forward it via post to the HR Assistant, Newton Prep, 149 Battersea Park Road, London, SW8 4BX. If you have any queries about the application process, please contact the HR Department on **0207 720 4091** Ext **1255**.

Interviews will be held week commencing **Monday 9<sup>th</sup> December 2024**. However, the School reserves the right to interview and appoint ahead of the advertised closing date, should an appropriate candidate be found. Therefore, it is advisable to submit applications as early as possible.

*We are an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*







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Newton Prep Ltd