

The Shropshire Gateway Educational Trust

JOB DESCRIPTION

JOB TITLE: Play Supervisor

SCHOOL: Stottesdon CofE Primary School

SALARY: NJC point 2

POST STATUS: Temporary
1.25 hours per week (linked with TA position)

WORKING YEAR: Term time only

GENERAL INFORMATION

Under the direction/instruction of senior staff (SMT/Headteacher): support and supervise the children at lunchtime in the dining hall, and care for and play with the children on the school grounds when the weather is fine, or in the classroom when it is wet.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Duties

- Supervise and help the children to eat their lunches
- Maintain calm discipline according to the rules and behavior management policy of the school
- Interact with the children: facilitate, promote and organise games and activities during play
- Assist in clearing the hall and cloakrooms, and the classrooms after a wet lunchtime
- Deal with any incidents and/or accidents involving children, administer first aid where applicable and record in the appropriate books
- Monitor play; watching for disagreements, possible bullying, isolated children and people arriving and leaving the site
- Liaise with senior members of staff regarding issues arising and possible courses of action
- Liaise with parents at drop off or collection.

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, discipline, health, safety and security, trips and visits confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school/nursery/wrap around/holiday childcare
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Any other duties that would reasonably be expected of the post holder.

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Person Specification

	Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ➤ Good standard level of education ➤ First Aid qualification 	✓	✓
Work or relevant experience	<ul style="list-style-type: none"> ➤ Experience of working with children ➤ Experience of working in an educational setting or other relevant environment 	✓	✓
Knowledge and Understanding	<ul style="list-style-type: none"> ➤ Basic awareness of first aid (or willingness to undertake training) ➤ Understanding of play principles and behaviour management 	✓ ✓	
Skills and Abilities (relevant to post)	<ul style="list-style-type: none"> ➤ Willingness to participate in training and development opportunities ➤ Ability to direct the work of other staff 	✓	✓
Personal Qualities	<ul style="list-style-type: none"> ➤ Good communication skills ➤ Ability to relate well to children and adults ➤ Enjoy working with children ➤ Ability to work well as part of a team ➤ Flexibility and reliability ➤ Ability to maintain confidentiality 	✓ ✓ ✓ ✓ ✓ ✓	
Special Conditions	<ul style="list-style-type: none"> ➤ Willingness to undertake an enhanced DBS check 	✓	