



Paddock School

To Nurture, Inspire and Transform Lives

Executive Headteacher: **Sarah Santos**

Post:	Playground / Meal Time Supervisor
Grade:	1c Spinal point 2
Working hours:	12.5 hours per week 11:30 to 14:00 - Monday to Friday Term time only No annual leave is permitted during term time.

Job Description

Main Responsibilities:

- to commit to demonstrating the values and ethos of Paddock School;
- to work as a member of a team, to support the teachers in providing a happy and purposeful learning environment;
- to actively supervise the pupils in all activities including;
 - to supervise pupils eating their lunch and follow programmes set by teachers and therapists to support them to eat as wide a range of foods as possible
 - to supervise pupils in their transitions following programmes set up by teachers and therapists to allow pupils to be as independent as possible
 - to supervise and proactively engage pupils in appropriate activities in the playground,
- to work giving individual support to a particular child or children with complex needs and challenging behaviours including;
 - to follow the schools golden rules and individual behaviour management plans
- to assist the pupils in all aspects of their development, recognising their individual needs and contributing to the growth of their self-esteem, self-control and independence;
- to assist pupils with their personal hygiene, eating and general welfare requirements including;
 - to support pupils with personal care using programmes devised by teachers and therapists to allow pupils to maintain their dignity and be as independent as possible
 - to maintain a clean and safe environment, wiping spillages and surfaces as appropriate
- to encourage and supervise the pupils in attending to their personal needs and care-appearance, care of clothing and other belongings and health;
- to ensure a high standard of health and safety is maintained at all times including;
 - to inform an appropriate member of the team if a pupil is injured or receives a head injury
 - to report any incidents that give cause for concern

Person Specification

	Essential	Desirable
Experience	<ul style="list-style-type: none"> ○ Have experience with or demonstrate clearly a genuine interest in working with children who have a range of learning difficulties and complex needs, together with ASD 	<ul style="list-style-type: none"> ○ Experience of working in a special educational needs school
Knowledge and Skills	<ul style="list-style-type: none"> ○ Willingness to undertake further training where necessary, including meeting medical needs ○ Have the ability to communicate well with both children and adults ○ Be able to work in cooperation with others ○ Be willing to accept direction and work as a member of team of staff ○ Must display an interest in working with children in an urban multi-cultural environment and show awareness of the Authority's equal opportunities policy ○ Good health – must be able to demonstrate a low record of sickness absence – must be fit and active with lots of energy ○ Be enthusiastic, patient, flexible and calm with a cheerful disposition and positive attitude 	