

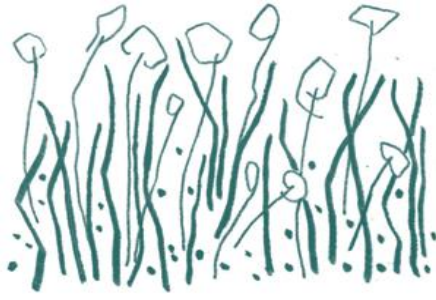
Paddock School
To Nurture, Inspire and Transform Lives

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| Post: | Playground / Meals Supervisor |
| Grade: | 1c Spinal point 2 |
| Working hours: | Working Hours: 11:30 – 14:00 Mon - Fri 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 particular child or children with complex needs and challenging behaviours including;
- To follow the school 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.



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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 | |