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| **Paddock School** | **Job Title: Playground / Meals Supervisor**  |
| **Responsible to: TBC** | **Responsible for: No staff management responsibility** |
| **Grade: Scale 2****Spinal point: 4** | **Working Hours: 11:30 – 14:00 Mon - Fri****TTO / AYR: Term Time only**  |

**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

**No annual leave is permitted during term time.**

**Person Specification**

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|  | **Essential**  | **Desirable** |
| Experience | * 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
 | * Experience of working in a special educational needs school
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| Knowledge and Skills | * 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
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