

**The Highland Council
Education & Learning Service**

**Job Description
Playground Supervisor**

Service:	Education and Learning
Job Title:	Playground Supervisor
Grade and Salary:	HC0237 Salary placing will normally be on the first point of the scale.
Location:	
Responsible to:	The Head teacher
Job Purpose:	To Ensure Safety of Pupils
Key Duties and Responsibilities:	<p>Playground Supervisors will be responsible to the Head Teacher or a delegated member of staff in accordance with the practices and procedures of the school for securing the safety, welfare and good conduct of pupils in school playgrounds including endeavouring to ensure that pupils do not leave the precincts of the school at unauthorized times.</p> <p>Playground Supervisors may also be required to supervise pupils in school awaiting transport at the end of the school. Duties would include encouraging the pupils to take part in activities such as reading and writing if appropriate. Supervision may take place either in classroom and/or playground.</p> <p>While maintaining the above, as necessary report to the Head Teacher incidents of any nature which may require his/her further investigation or attention.</p> <p>Advise the Head Teacher of the presence of any unauthorized person in the school precincts.</p> <p>Exercise the above responsibility by way of being present in playground areas during periods of duty ensuring that regular supervision is carried out in all parts of these playground areas.</p> <p>Exercise no direct sanction against a pupil save within the policies and practices of the school and at no time exercise sanctions of a physical nature.</p> <p>When also employed in a school for other duties, exercise these joint responsibilities flexibly at the direction of the Head Teacher.</p>
Other Duties:	You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may vary from time-to-time without changing the

general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it will be necessary to update this job specification from time-to-time.

Special Conditions: 38 weeks per year including allowance for holidays this should be taken during school holidays.

**The Highland Council
Education & Learning Service**

**Person Specification
Playground Supervisor**

Service: Education and Learning

Job Title: Playground Supervisor

Location:

Closing Date:

Essential Attributes

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following.

1. **EXPERIENCE** - Previous experience of working with children.
2. **EDUCATION AND QUALIFICATIONS** - Good general level of education.
3. **SKILLS/ATTRIBUTES GENERAL** –
Ability to work both independently and as a member of the school staff team.
4. **SKILLS/ABILITIES SPECIFIC TO THE POST** - Good communicative skills. Ability to respect confidentiality
5. **INTERPERSONAL AND SOCIAL SKILLS** - Ability to liaise and work effectively with school staff, pupils and occasionally, parents.