



George Heriot's School

Founded 1628

Job Description

Job Title: Playground Supervisor
Responsible to: Head of Junior School via Deputes
Hours: Fixed Term; Part-Time; Term Time Only, 10.00am-12.35pm

Summary:

The Playground Supervisor is responsible for providing ancillary support in the Heriot's Junior School – predominantly the role will involve supervising children from Nursery upwards in the playground, or indoors if the weather is unsuitable for play outside, and the refectory during morning break and lunchtime periods.

Key Duties and Responsibilities:

Supervision

- Provide supervision in the playground during break and lunch times
- Ensure that the playground is safe and secure before the start of morning break and lunch time (visual risk assessment of area and equipment)
- Put out and clear away playground equipment at the beginning and end of playtime
- Ensure that playground equipment is used safely
- Initiate and instruct playground games with the children
- Supervise Nursery children walking to and from the refectory and when eating their lunch
- Administer basic first aid as required
- Investigate fully any incidents brought to your attention, involving disagreement between and/or mistreatment of other children. Seek to apply restorative guidance in these situations towards a fair, amicable resolution
- Advise class teachers at the end of play/lunchtime of any accidents/incidents involving children in their class
- Report any incidents/accidents to Early Years Depute
- Assist in lining up pupils at the end of breaktime
- At all times ensure the safety and wellbeing of all children in the playground

Classroom Assistance

From time-to-time you may be asked to undertake the following;

- Work alongside and under the direction of the Class Teachers to provide assistance in all classroom activities – e.g.: group work, demonstrations, project work, displays etc.

General

- Assist in providing a caring and safe environment for the children at all times
- Act as a role model for pupils and help to promote the Heriot's aims and ethos throughout the Junior School

Skills and Attributes Required:

- Registered with or prepared to register as a member of the SSSC
- Possesses a genuine interest and talent in working with children
- Can demonstrate good use of initiative in a range of contexts
- Excellent communication skills with the ability to work effectively with staff and children of all levels.
- Good organisational and time management skills
- Enthusiasm, resilience and warmth

Additional Information

- This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. As such, the successful candidate will be required to gain membership of the PVG Scheme.

George Heriot's School is governed by George Heriot's Trust, Scottish Charity number SC011463