

## **The Highland Council**

### **Job Description**

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| <b>Service:</b>                         | Education and Learning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Job Title:</b>                       | Playground Supervisor (Casual)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Grade and Salary:</b>                | HC0237                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Responsible to:</b>                  | Head Teacher                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Job Purpose:</b>                     | To ensure safety of pupils                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Key Duties and Responsibilities:</b> | <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>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> |
| <b>Other Duties:</b>                    | <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Special Conditions:</b>              | 38 weeks per year including allowance for holidays which should be taken during school holidays.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Date</b>                             | 29 September 2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

## **The Highland Council**

### **Person Specification**

**Service:** Education and Learning

**Job Title:** Playground Supervisor (Casual)

#### **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.