

| JOB OUTLINE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                       |
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| <b>JOB TITLE:</b> Playground Supervisor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>JET CODE:</b> 4271 |
| <b>DIVISION:</b> Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                       |
| <b>SERVICE/BUSINESS UNIT:</b> School as advertised                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                       |
| <b>REPORTING TO:</b> Head Teacher                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                       |
| <b>RESPONSIBLE FOR:</b> None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                       |
| <b>JOB PURPOSE:</b><br><br>To encourage and help children to play together in harmony within a safe school playground environment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                       |
| <b>MAIN DUTIES:</b><br><br>To supervise and ensure the safety and welfare of the children in the school playground.<br><br>To report and liaise with teachers regarding children breaking playground rules.<br><br>To carry out simple tasks in the playground relating to the operation of the school's behaviour programme, e.g. Awarding badges for positive behaviour.<br><br>Liaise with staff on matters of discipline.<br><br>To lead games in the playground, involving children in productive play.<br><br>To be responsible for all playground equipment/toys and undertake appropriate safety checks.<br><br>To supervise children using games from the playground games box.<br><br>To supervise children indoors, when required.<br><br>To attend to the care needs of children and administer basic first aid.<br><br>Any other appropriate duties, as requested by Management, commensurate with the grade for the post. |                       |
| <b>ESSENTIAL REQUIREMENTS FOR THIS ROLE</b><br><br><b>Qualifications/Experience:</b><br><br>A good general standard of education <b>and/or</b> able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                       |

**Disclosure Scotland:**

This role requires **PVG clearance** for regulated work with children. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be **required prior to commencement**.

**Scottish Social Services Council:**

None.

| PERSON SPECIFICATION                        |                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                    |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| Attributes                                  | Essential                                                                                                                                                                                                                                                                                                                                                                                                            | Desirable                                                                                          |
| Education, Registration & Training          | <p>A good general standard of education <b>and/or</b> able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience.</p> <p>This role requires <b>PVG clearance</b> for regulated work with children. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be <b>required prior to commencement</b>.</p> |                                                                                                    |
| Previous Experience (Paid & Voluntary Work) |                                                                                                                                                                                                                                                                                                                                                                                                                      | Previous experience involving support and care of children.                                        |
| Knowledge/ Skills /Competencies             | <p>Effective verbal and written communication skills.</p> <p>Effective organisational and time management skills.</p>                                                                                                                                                                                                                                                                                                | Experience of supporting pupils experiencing difficulties in playground, e.g. Conflict resolution. |
| Personal Qualities                          | <p>Ability to work on own initiative and flexibly as part of a team.</p> <p>Ability to work without close supervision, using own initiative.</p> <p>Ability to demonstrate a keen interest in working with children.</p>                                                                                                                                                                                             |                                                                                                    |
| Council Behaviours                          | <p>We are Person Centred</p> <p>We Initiate and Embrace Change</p> <p>We Strive to be the Best we can be</p> <p>We make things Happen</p> <p>We work Together</p>                                                                                                                                                                                                                                                    |                                                                                                    |