Dumfries & Galloway COUNCIL

JOB DESCRIPTION

Job Title: Playground Supervisor		**Ref No:**	**JE Ref:** G130
Department: Skills, Education and Learning	**Band:** 1	**Location:** Dumfries and Galloway	
Responsible To:	Head Teacher		
Responsible For:	N/A		
Job Purpose:	Responsible, under the direction of the Head Teacher or other designated Teacher, individually or as a member of a team, for securing the safety, welfare and good conduct of pupils during the midday break period in accordance with the practices and procedures of the local authority.		
Main Responsibilities:	• The supervision of pupils during the midday break in the dining hall, playground areas and school premises • Setting up and decanting playground games • Assisting in the dining room when necessary		
Job Activities:	1. Supervision of pupils 2. Ensure the maintenance of good order and discipline 3. Ancillary associated duties including cleaning up spillages, ensuring tables are clean 4. Duties may be carried out during breaks other than the one in the middle of the day ***The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.***		
Performance Management	• To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working. • To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities. • To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance. • To manage risk, promote risk awareness and prioritise work in light of the risk analysis. • To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users. • To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.		
Prepared by:	Education	**Date:** August 2015	

Jan 2012 //HR