

# COGNITA

## Role Profile: Classroom support and Playground Supervisor

### Purpose

The post holder, under direction of the Deputy Head, Character or designated teacher will provide general support for pupils and supervision of children in the playground to ensure the safety of the children and promote their well-being at all times.

### Key Accountabilities

- Assist in the educational and social development of pupils under the direction and guidance of the Headteacher, Head of School, SENCo and/or Class Teachers.
- Work with individual pupils or small groups on individual targets set by the Class Teacher.
- Working within a team of playground supervisors to ensure the safety of the children and promote their well-being at all times.
- Taking responsibility for the children's health, safety and happiness during morning and lunchtime play sessions
- Promoting excellent behaviour and manners to ensure that the children remain safe, calm and happy
- Ensuring that the children play in the designated areas
- Encouraging the children to play together by modelling positive social skills, instigating and playing games with the children
- Completing any paperwork relating to playtime incidents
- Providing basic first aid treatment where appropriate and managing the transference of more serious injuries to the school office
- Ensuring that the children transfer from break time to lessons in a timely fashion
- Acting in accordance with the school's policies and procedures, and staying in touch with the latest developments as outlined in the Weekly Bulletin
- Assisting in the implementation of any Individual Education Plans for the children, and helping to monitor their progress
- Meeting with the Deputy Head (Character Development) as required to meet the needs of specific/groups of children, and on matters of pastoral concern
- Undertaking other reasonable tasks as requested which may include, but are not limited to, chaperone duties on the school bus to and from sporting activities; assistance with school trips; organising lost property; escorting pupils around the school site e.g. late arrivals; some basic administrative duties.

### Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

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## Person Specification

	Essential	Desirable
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>• Level 3 qualification in childcare or equivalent</li> <li>• Current first aid certificate</li> <li>• Evidence of relevant continuous professional development and training</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Ability to deliver effective supervision of young people</li> <li>• Ability to provide a supportive play environment</li> <li>• Ability to work using own initiative in responding to challenging situations</li> <li>• Ability to remain calm</li> <li>• Ability to establish good professional relationships with both pupils and colleagues at all levels</li> <li>• Willingness to take responsibility</li> <li>• Willingness to learn, abide by and enforce the school policies and procedures</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with young people</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school setting</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Passion for working with and supporting children</li> <li>• A positive role model for young people and colleagues</li> <li>• A concern for the reputation for the school</li> <li>• Excellent attendance record</li> <li>• Warmth and sensitivity in understanding pastoral care needs</li> <li>• Energy and commitment</li> <li>• Self-motivation</li> <li>• Patience</li> </ul>	

Signed: ..... (Post holder)

Signed: ..... (Head)

Date: .....