**JOB DESCRIPTION**

**Post:** Midday Supervisor (Playmaker)

**Grade:** 3, points 4 – 6 (£9.55 - £9.94 per hour)

**Hours:** Monday to Friday, 12 noon until 1.30pm, term time only

**Location:** The Milestone School

**Responsible to:** Play Co-ordinator

The school caters for children of all ages with a wide range of special needs, and it is expected that all staff will interact appropriately and sensitively with pupils and colleagues.

**Job Purpose**

The purpose of the job is to oversee and contribute to the care, safety, welfare and supervision of children during the lunch times, in the playground, dining and other areas, ensuring that the whole lunchtime experience is as positive as possible for all children.

In addition to supporting children’s eating, feeding and personal care regimes, this role is responsible for ensuring all children have the opportunity to access engaging and rewarding play experiences. Our Midday Supervisors (Playmakers) have an essential role in helping to realise the visions and values set out in the school’s play policy. The opportunities which lunch times offer for children to play sociably, outdoors and in environments which enhance play are very valuable experiences for their wellbeing and development.

Happy and playful lunchtimes are an important part of the school day allowing children to eat, socialise and experience the benefits of freely chosen play.

**Main Duties**

* supporting children’s eating, feeding and personal care regimes
* supporting children to access dining and other lunchtime areas
* ensure all pupils are encouraged and empowered to engage in play opportunities
* allow children the freedom to play whilst supporting them through any difficulties they may experience at playtime
* ensure provision of a safe play environment in which children are able to play freely
* take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.
* assist in tidying the playground at the end of lunchtime
* report any hazards in the playground environment to the Play Facilitators or Play Coordinator, and highlight any concerns about risks in children’s play activities
* report any serious incidents to the Play Coordinator and appropriate class teacher and record details fully and appropriately, according to school procedures
* undertake training where this is appropriate
* maintain confidentiality and discretion regarding sensitive information and be compliant with current GDPR legislation

**Special Conditions**

* this post will require physical effort, such as moving play equipment and resources.
* the postholder will be subject to an enhanced DBS check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions (including cautions, bindovers or no case to answer) must be declared.
* the post holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the schools child protection and behaviour management policy
* this post is term time only. As such the postholder will be expected to take leave entitlement when the school is not in session. If the postholder is required to attend a meeting or undertake training outside of normal working hours, s/he will be paid for this time.

This job description only contains the main duties relating to this post and does not describe in detail all the duties required to carry them out and there will be an expectation that the post holder will carry out other duties that reasonably fall within the general nature of the level of responsibility of the post.

# PERSON SPECIFICATION

**Essential requirements:**

* ability to work as part of a team
* commitment to the midday support of pupils with a wide range of learning and associated difficulties, within the special school environment
* commitment to undertake any of the tasks indicated in the job description, as directed and according to the capability of the postholder
* willingness to undertake relevant training (e.g. moving and handling; feeding techniques)
* reliability

**Desirable qualities and skills:**

* a calm and positive approach
* flexibility and good humour