



Milbourne Lodge School

JOB DESCRIPTION PLAYGROUND & CHANGING ROOM ASSISTANT

12.30pm - 4.30pm daily during term time

Key Purpose of the Job

To supervise and secure the safety and welfare of pupils during the lunch break and other afternoon breaks and to assist our younger pupils to change for games.

MAIN DUTIES

- To responsible for the supervision of pupils in the playground and on the school premises (this may sometimes include duties within the dining hall/classrooms)
- To promote & ensure there is good behaviour and discipline within the policies and procedures of the school
- To promote the well-being of the pupils and report any concerns to the Head and/or DSL
- To encourage skills of self-discipline i.e. how to move around the school, socialising with others
- To assist the younger pupils to change both before and after games
- To ensure good behaviour in cloakroom (and toilet) areas
- To supervise those children who are 'off games', if required
- To deliver afternoon snack to the pre-prep department
- To supervise the snack given to pupils who are staying for homework group after school
- To be flexible and perform any ad hoc duties as and when they arise

PERSONAL QUALITIES

- To act in a professional manner at all times
- To be a vigilant, positive, adaptable, supportive and willing member of staff and to enjoy working with children.
- To adhere to the School's dress code.
- Participate in any arrangements that may be made for staff appraisal

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.

Signed:

Date:

Name (Print):

October 2017