

JOB DESCRIPTION

NAME:	DATE:
Job Title: Lunchtime Play leader	Grade / Salary Range: B

JOB PURPOSE

- To ensure the safety, welfare and good conduct of pupils during the midday break periods, in accordance with the practices and procedures of the School.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Responsible to the Headteacher.

MAIN DUTIES AND RESPONSIBILITIES

- Preparation of dining area in readiness for dinners and cleaning when children have finished
- Supervision of pupils in the dining areas, playground or other parts of the school premises.
- Reinforcing social skills at mealtimes, proper use of cutlery and good table manners through positive encouragement
- Interact and support the pupils during playtime.
- To ensure standards of behaviour are maintained.
- Promote the welfare of children and support the school in safeguarding children through relevant policies and procedures.
- To assist in dealing with problems arising from challenging behaviour and report such matters to the Headteacher.
- To assist with associated ancillary duties (e.g. cleaning up spillages, ensuring tables are clean, emptying outdoor rubbish bins etc.)
- To carry out other duties relating to lunchtime supervision as required by the Headteacher after consultation with the post holder.
- To ensure that school security and Health and Safety regulations are upheld.
- Promote equality as an integral part of the role, treating everyone with fairness and dignity.
- Administer First Aid as required, if trained.

SCOPE OF JOB (Budgetary/Resource control, Impact)

No direct budgetary responsibility

PERSON SPECIFICATION

Job Title: Lunchtime Playleader	Yattendon Primary School
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KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training		Awareness of school security regulations Awareness of basic Health and Safety principles Current First Aid Certificate
Experience	Experience of working with children Ability to calm and respond quickly to developing situations Alert Ability to communicate effectively with staff and children	Understanding of children's playground culture.
Skills	Friendly and approachable Able to work as part of a team	Willing to assist with activities.
Qualities	A mature flexible approach The ability to command respect Confidentiality	