



JOB DESCRIPTION - LUNCHTIME PLAY LEADER

Post Title: Lunchtime Play leader

Grade D: points 10-12

The role of a Lunchtime Play leader will be to support the Headteacher and staff in the supervision and assistance of the children during the lunch break to ensure a positive environment is maintained and opportunities are provided for children to engage in active play.

Job Outline

Under the direction of the Headteacher and in accordance with the policies of the school and the Peterborough Diocese Education Trust, the Lunchtime Supervisor will be responsible for those duties described below.

The hours of duty are 1 hour per day for up to five days per week, term time only and at times determined by the mid-day break of the school.

General requirements

- To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils
- To ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy
- To respect confidentiality at all times
- To ensure that the school's safeguarding policy is understood and followed at all times
- To attend relevant training and meetings as required
- To act in accordance with any reasonable request made by the Headteacher

Specific Duties and Responsibilities

- To assist in the supervision of children during the mid-day break both inside and outside as required
- To ensure the safety, welfare and good conduct of the children during the mid-day break.
- To organise and lead games that engage children of all ages in safe, active and fun play resulting in happy and positive lunchtimes for all children
- Ensure that playground equipment suitable for the activities for that day is placed on the playgrounds, immediately prior to the lunch break.
- Return equipment to the appropriate place at the end of the break.
- Monitor and evaluate the success of activities, implementing alternative and innovative opportunities to meet the needs of the children.
- Help support children with their personal, social and emotional development needs.
- To supervise and direct the Year 5 and 6 Sports crew in organising and leading games in collaboration with the member of staff responsible for PE and Sports
- To assist children in resolving conflicts and differences of opinion
- To liaise with other members of staff with regards to behaviour and the specific needs of individual children
- To administer minor first aid and seek further assistance when necessary from one of the qualified First Aiders.
- To supervise children in classrooms during the lunchtime period on wet days as directed by the Headteacher.

..... Lunchtime Supervisor

..... Headteacher

..... Date