



LANESFIELD PRIMARY SCHOOL

PLAY LEADER – JOB DESCRIPTION

All appointments are subject to a probationary period and to a satisfactory medical report and DBS clearance.

Lunchtime supervisory assistants will generally work under the immediate control and direction of the Head Teacher.

Job Purpose

To implement the School Lunchtime and Behaviour policies, ensuring the security, safety, welfare and good conduct of pupils during the midday break.

1. Collect children from classrooms (where necessary) and supervise or assist as necessary in washing and toileting of children.
2. Supervise pupils at mealtimes – encouraging children to eat healthily, helping infants to open packaging or cut up food, and providing some social and educational training, such as good table manners and how to use cutlery.
3. Ensure that the dining area is kept safe at all times by wiping or sweeping liquids or food that may have fallen onto the tables or floor.
4. Supervising children using toilet facilities – issuing permission to older children and accompanying infants, checking they wash and dry their hands.
5. Leading and instigating play in the playground or during wet play, and monitoring the safety and suitability of activities.
6. Making sure children who are ill or injured receive appropriate medical attention, and reporting any serious accidents.
7. Stay with pupils until the end of dinnertime (1.00pm) or 1.15pm. If on the playground model good behaviour as children line up, if in the classroom ensure children tidy up (12.50pm – 12.55pm) to prepare the class for learning.
8. To undertake such other duties as may be required commensurate with the level of the post.

Key Accountabilities

To actively promote the School's Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place.

To maintain awareness of and commitment to the School's Equal Opportunities Policies in both employment and service delivery.

To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work.

At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above.

To work with colleagues to achieve best outcomes for children.

To participate in Employee Development schemes and Performance Management and contribute to the identification of the team development.

Supervisory Assistants may be expected to attend training courses as required. This may be during the school holiday periods when the appropriate remuneration will be paid instead of the special payment.

Permanent Employees

It is a condition of service that annual holidays should be taken during school closures and Lunchtime Supervisory Assistants report into school on Inset Days.