



Job Description and Person Specification: **LUNCHTIME PLAY LEADER**

7.5 hours per week, 39 weeks per year (plus 5 training days)

Reports to: Assistant Headteacher for Inclusion

The Lunchtime Play Leader is responsible, under the direction of the Play Co-ordinator and the Senior Leadership Team for maintaining the safety, welfare and good conduct of pupils during their midday break. Other duties may be required but will be commensurate with this grade.

Personal qualities and skills

- Excellent interpersonal skills and ability to respond sensitively to others.
- Work efficiently and respectfully within a team, independently and under pressure.
- Work independently and proactively with little supervision and use his/her own initiative.
- Manage time well in accordance with the needs of the job and the hours of work.

Main Duties

- Be aware of and comply with all school policies and procedures.
- Supervision and control of pupils both inside and outside the school buildings.
- Supervision of children in classrooms and/or the hall, during mealtimes ensuring the area is cleared away after the meal, maintaining good behaviour and control.
- Assist with any clearing of tables and washing up as required
- Supervision of general conduct at all times - to include quiet and orderly movement around the school (especially on the stairs).
- Supervision of the pupils in the playground, ensuring good standards of behaviour at all times.
- Assist in moving the lunch box trolleys/ lunch delivery boxes as required
- Exercising vigilance in respect of health and safety - ensuring that no spillages or litter are left in the eating area after mealtimes and reporting any unsafe practices to the Play Co-ordinator



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- On wet days, supervising the pupils in various games and activities in the classrooms.
- If a pupil is injured or ill, responsibility for administering first aid (once trained) and assessing the problem and calling for the assistance of the Play Co-ordinator or for sending the pupil to the Welfare Room for first aid.
- To deliver first aid to pupils at lunchtime.
- Learning and teaching age appropriate games and activities and encouraging pupils to engage in learnt games and activities.
- To participate in meetings and training sessions organised for lunchtime managers.

PERSON SPECIFICATION

Aptitude, Knowledge and Skills

- Ability to work co-operatively with a team of lunchtime managers.
- Good interpersonal skills with children and adults.
- Verbal communication skills in English to be able to communicate effectively with the staff, parents and children.
- To be flexible and thorough in organisation and able to adapt to unexpected changes of routine.
- To have a calm but firm sense of discipline.
- To have sensitivity to and awareness of children's needs.
- To be caring and able to establish good working relationships with children and adults.
- To work within Health and Safety guidelines.



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- Belmont school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Experience

- Experience of working with young children in a work place is desirable.

Equal Opportunities

- To be committed to promoting the school and the LEA policy for equal opportunities with regard to gender, race and ability.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced DBS check and other relevant safeguarding checks.