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Web: www.beaupreprimary.co.uk Headteacher: Mrs Michelle Munday

JOB DESCRIPTION

This school is committed to safeguarding and promoting the wellbeing of children and require all staff to demonstrate this commitment in every aspect of their work

Post Title:	Play Team Member (Midday Supervisor)
Grade:	Scale 1
Responsible to:	Headteacher and Play Team Lunchtime Manager
Purpose of the Job:	To ensure the security and care of the pupils in a safe and stimulating environment and to promote active and creative play experience so that all our children have meaningful lunchtime play every day.

Main Duties and Responsibilities:

- To supervise pupils, during the lunch period in dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.
- Work with the Play Co-ordinator to ensure all children have access to exciting play opportunities.
- Facilitate play opportunities and act as an ambassador for play.
- To communicate with the Play Team Lunchtime Manager at beginning of the lunch period and receive any instructions with regard to duties. Communicate throughout the lunch period to ensure all children have visited the dining hall for lunch.
- To monitor and promote positive behaviour of pupils and provide reflective opportunities to any anti-social behaviour that may arise, reporting incidents to the Play Lead Lunchtime Manager* as appropriate.
- To ensure the safety and well being of children, providing emotional support where necessary, working with all staff to ensure that all children have a safe site for play. Assessing areas for risks and reporting appropriately.
- To arrange (assist with putting out and packing away equipment) and supervise appropriate activities under the direction of the Play Team Lead.
- To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.
- Support and uphold the school's values, rules and reward pupils with verbal praise for positive attitudes and behavior.

Dining Hall

- Before pupils enter the dining hall, to ensure that pupils have visited the toilet and washed their hands where appropriate.
- To organise dinner queue and entrance of pupils into dining hall and from dining hall to playground: ensuring good behaviour and calm atmosphere. To address any anti-social behaviour that may occur in accordance with the school's behaviour policy. Report, as appropriate, incidents to Play Team Lunchtime Manager*.



- To encourage all pupils to eat but especially those with special needs or disabilities and to assist children with cutting up of food, pouring of water etc. where necessary.
- To encourage social skills and good table manners, ensuring safety with knives and forks.
- To clean up spillages of food and to organise clearing cutlery and crockery off tables.
- Clean, pack down and store all dining hall furniture at the end of lunch, sweep the floor ready for use in the afternoon

Playground

- Where appropriate, to collect pupils from classroom ensuring that they are adequately dressed for the weather conditions.
- To supervise and control entrance and exit to school premises by pupils during the lunch break. Check on any strangers who may enter the school grounds and report any concerns to the Lunchtime Manager.
- To ensure that pupils who leave the school site have permission to do so.
- Adhere to the schools Safeguarding and Behavior Policies.

School Premises

- The working environment will be part, or all of the school premises. Areas of high use are the outdoor play spaces (playground, field, outdoor seating, adventure area, woodland area, mud kitchen, sand area and the dining hall, but not restricted to these).
- To supervise pupils on the school premises in the hall, classrooms and through corridors, when they are not allowed outside because of inclement weather.
- To ensure that, when classrooms are used during the midday break because of inclement weather that the children are quietly occupied and that the classroom is left tidy, ready for afternoon school sessions.
- To check toilet areas regularly to ensure that they are clean and being used appropriately. To report any problems to the Play Team Lunchtime Manager.
- To:
 - take part in meetings and training appropriate to the job of Play Team Member (Midday Supervisor) midday supervisor including safeguarding training.
 - take part in any appraisal arrangement made by the school.
 - undertake any other duties consistent with the purpose of the job.

All staff must

- Comply with data protection requirements in all working practices and maintain confidentiality
- Fulfil equality and diversity and health and safety responsibilities appropriate to the role
- Undertake any other duties consistent with the grading of the post
- To resolve day to day issues of a practical or routine nature among the children, but issues of an operational or organisational nature should be referred to Play Team Co-ordinator or Headteacher.

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom they come into contact will be adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to their coordinator and the school's designated person for Child Protection.

*or Headteacher, as agreed.

Signed:
Play Team Member (Midday Supervisor)

Date:

Signed:
Headteacher

Date: