



HACKNEY NEW PRIMARY SCHOOL

Job Description

Role: Midday Play Leader

Responsible to: Headteacher / Deputy Headteacher / Assistant Headteacher

Hours: 2 hours a day (10 hours a week) - times to be confirmed

Scale 2: Based on a 10 hours week on a 39 week contract (£7,274.83 - £7,378.33 per annum (pro rata))

PURPOSE OF THE POST

To ensure the security, safety, welfare and well-being of pupils during the lunchtime period, having due regard to the school's aims, values, policies and procedures.

To promote the social, emotional and physical development of children during lunchtime through positive interactions, effective supervision, and engaging play opportunities.

To contribute to the school's commitment to safeguarding and to share responsibility for the welfare, behaviour and discipline of all pupils.

EQUAL OPPORTUNITIES

Eko Trust is committed to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

Hackney New Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent and effective safeguarding procedures are in place to support families, children and staff at school.

MAIN DUTIES AND RESPONSIBILITIES

General Responsibilities

- To supervise pupils throughout the lunchtime period, ensuring their safety, welfare and well-being at all times.
- To report to the Senior Leadership Team member on duty at the beginning of the lunch period and receive any relevant instructions.
- To maintain good order and discipline in accordance with the school's behaviour policy.
- To encourage positive behaviour, respect and inclusion amongst all pupils.

- To build positive relationships with children and provide emotional support where necessary.
- To communicate effectively with teachers and senior leaders regarding pupil welfare, behaviour or any concerns.
- To promote a safe, inclusive and enjoyable lunchtime experience for all children.

Safeguarding, Health and Safety

- To follow all school safeguarding, child protection, health and safety and behaviour policies and procedures.
- To remain vigilant and report any safeguarding concerns immediately to the Designated Safeguarding Lead (DSL) or a member of the safeguarding team in accordance with school procedures. Record accurately and factually on CPOMs.
- To ensure pupils are safe and appropriately supervised at all times.
- To take reasonable care for the health and safety of pupils, colleagues and visitors.
- To ensure all accidents, injuries, incidents and first aid administered are reported promptly and accurately by completing the school's Evolve reporting form/system and following the school's accident reporting procedures.
- To report hazards, unsafe conditions or concerns immediately to a senior member of staff.

DINING HALL AND SERVING AREA DUTIES

- To support Lunchtime Dining and create a calm, positive and welcoming dining environment.
- To promote positive behaviour and encourage children to eat their lunch in a relaxed and sociable atmosphere.
- To support children with eating where appropriate, including assisting with opening containers, cutting food and pouring drinks.
- To encourage good manners, social interaction and independence.
- To ensure children use cutlery safely and appropriately.
- To encourage children to scrape plates, clear away food waste appropriately and take responsibility for tidying their eating area.
- To organise the collection and clearing of crockery, trays and cutlery.
- To clean spillages promptly and safely.
- To maintain cleanliness and tidiness in the dining hall, lunch serving area and surrounding spaces throughout the lunch period.
- To assist with the clearing, tidying and cleaning of tables and dining areas after lunch service.
- To report any concerns regarding food, allergies or pupil welfare immediately to the appropriate member of staff.

PLAYGROUND AND LOCAL PARK DUTIES

- To supervise pupils in the school playground and, where directed by senior leaders, in an approved local park used by the school during lunchtime.
- To ensure pupils move safely between locations and follow all school expectations and procedures.
- To maintain active supervision at all times, ensuring all children remain visible and appropriately monitored.

- To position yourself effectively to maintain an overview of all areas and ensure the safety of all pupils.
- To undertake headcounts and monitor pupil movement where required.
- To organise, facilitate and encourage a range of appropriate play, sports and recreational activities.
- To actively engage children in games, conversations and positive play experiences.
- To encourage participation, inclusion and cooperation amongst pupils.
- To support children in resolving minor disagreements and promote positive relationships.
- To identify and address unsafe behaviour promptly and appropriately.
- To ensure that all pupils who suffer an injury or accident are dealt with in accordance with school procedures.
- To report behavioural incidents, accidents, injuries or concerns to the appropriate member of staff.
- To challenge any unknown adults or visitors who do not display identification and direct them to the school office, reporting any concerns immediately to senior leaders.
- To ensure children have safe, happy and positive playtimes and are ready to return to learning.

PROFESSIONAL CONDUCT

- To act as a positive role model for pupils at all times.
- To maintain confidentiality regarding pupils, families and staff.
- To demonstrate professionalism, reliability and punctuality.
- To work cooperatively with colleagues and contribute positively to the life of the school.
- To undertake any other reasonable duties consistent with the grade and nature of the post as directed by the Headteacher.

SAFEGUARDING STATEMENT

Hackney New Primary School is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment and to adhere to the school's safeguarding and child protection policies and procedures at all times.

The post holder is required to undertake safeguarding training and comply with all statutory safeguarding requirements.