

JOB DESCRIPTION

Post Title: MIDDAY PLAYLEADER SUPERVISOR (PRIMARY)	
Division/Section: EDUCATION	Post Grade: Grade 3
Location: Sunny Bank (Part of Vision Multi Academy Trust)	Post Hours: 6.25 per week
Special Conditions of Service: The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointment to the post is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service.	
Purpose and Objectives of Post: To secure the safety, welfare and good conduct of pupils during the mid-day break period in accordance with the practices and procedures of the Trust.	
Accountable to: Head of School (and Executive Headteacher)	
Immediately Responsible to: Head of School, Senior Leaders, Class Teachers	
Immediately Responsible for: Pupils	
Relationships: (Internal and External) Trust Officers, Governors, Head Teacher, staff, pupils.	
Control of Resources: - Organising and setting up of play activities - Working with/supporting Year 6 Play Leaders to facilitate appropriate play - Liaising with applicable staff on resourcing levels	

Duties/Responsibilities:

- To supervise young children whilst they use the toilets and wash their hands.
- To control the dinner queue.
- Supervise pupils eating their dinners and packed lunches.
- Cut up food for young children and show them how to use their cutlery, if necessary.
- Prevent pupils from taking food outside the dinner hall.
- Supervise and control the behaviour of pupils whilst they eat their meals and also in the playground.
- Check that pupils do not congregate around areas that they should not (ie. toilet blocks).
- Wipe spillages on the floor and tables incurred during the meal.
- Be aware of emergency procedures e.g. fire drill and know what action to take.
- Supervise children in designated areas other than the playground during bad weather.
- Report all accidents and incidents to the designated member of staff as required by the school.
- Ensure pupils do not leave the school without permission of the Head of School.
- To work individually or as a member of a team and to co-operate with other members of staff within the school.
- To undertake training as required.
-  To be responsible for and committed to safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of Supplemental Conditions of Service)

PERSON SPECIFICATION
MIDDAY SUPERVISOR

ASSESSMENT METHOD	SHORT-LISTING CRITERIA	ESSENTIAL	DESIRABLE
<u>Application / Interview</u>	<u>Ability to supervise and assist pupils during lunchtimes.</u>	<u>✓</u>	
<u>Application / Interview</u>	<u>Ability to control the behaviour of pupils while they eat their meals, transition through school and in the playground.</u>	<u>✓</u>	
<u>Application / Interview</u>	<u>An understanding of safeguarding procedures: e.g. fire drill, reporting information to other members of staff.</u>		<u>✓</u>

Employees of Vision Multi Academy Trust have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.