



JOB DESCRIPTION

CHILDREN YOUNG PEOPLE AND FAMILIES PORTFOLIO	This authority / school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
SCHOOL	WESTWAYS PRIMARY SCHOOL
POST TITLE	WELFARE – PLAY SUPERVISOR
ROLE PROFILE	LD1
TOOLKIT JOB REF NUMBER	ToolkitJD-12b
GRADE	1 (inclusive of JWCs)
RESPONSIBLE TO	Line Manager as defined in staffing structure
RESPONSIBLE FOR	As defined in staffing structure
HOLIDAY AND SICKNESS COVER	
PURPOSE OF JOB	TO ENSURE THE SAFETY, WELFARE AND GOOD CONDUCT OF CHILDREN DURING THE MIDDAY BREAK PERIOD IN ACCORDANCE WITH PRACTICES AND PROCEDURES OF THE LA AND SCHOOL LEADING PLAY ACTIVITIES WITH CHILDREN DURING THE SCHOOL LUNCH BREAK (INDOOR AND OUTDOOR)
RELEVANT QUALIFICATIONS AND EXPERIENCE	

JOB DESCRIPTION FOR POST OF:- WELFARE – PLAY SUPERVISOR

SPECIFIC DUTIES AND RESPONSIBILITIES

The postholder must at all times carry out his/her duties and responsibilities within the spirit of City Council and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

Main Duties and Responsibilities

- 1 To supervise the children during their outdoor / indoor play experience during lunchtime.
- 2 To supervise children in transition from outside / inside during inclement weather.
- 3 To lead instigate playground activities / games.
- 4 To ensure the standards of behaviour are maintained and comply with the school behaviour policy.
- 5 To assist in dealing with problems from unruly behaviour and report such matters to the Headteacher, Deputy Head, Learning Mentor and Senior Management Team.
- 6 To ensure the children have a calm, orderly and enjoyable lunchtime to enable them to have full access to the learning in the afternoon.
- 7 To carry out other duties relating to lunchtime supervision as requested by the Headteacher, Deputy Head. Learning Mentor and Senior Management Team.
- 8 To ensure school security regulations are upheld.
- 9 To change clothes, clean and care for personal cleanliness of the children as appropriate.
- 10 That basic first aid is administered as appropriate and records are kept in accordance with school procedure.
- 11 To work alongside school staff prior to lunchtime within the classrooms to establish purposeful working relationships with individuals or small groups of children.

- 12 To work as part of a team and will always be under the direction of the Headteacher, Deputy Head and Senior Management Team.

Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with Sheffield City Council's Policies (and/or Policies adopted by the School Governing Body), Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

ISSUE DATE:
