



Job Description **Lunch Play Facilitator / Supervisor**

Reporting to Headteacher

Line management of None

Working hours 2 hours per day.

39 weeks per year, term time only

Grade

Purpose

To act as a member of the team, , supervising children during their lunch break to ensure their welfare and safety, leading and supporting high quality play experiences for children supporting them to regulate their emotions, improve their mental and physical wellbeing and play collaboratively as directed by the Headteacher.

Core Purpose	
1.	To ensure that the safety of all students is paramount during times of supervision.
2.	To be vigilant of any potential safeguarding concerns and follow the school's safeguarding policy.
3.	To provide a stimulating, caring and happy environment where children are equipped with the skills they need to become successful lifelong learners.
4.	To administer first aid to students during the lunchtime period and report and record any accidents and injuries in line with school procedures (including completing an accident form).

Lunch Hall duties.	
1.	Where appropriate, to support children in using cutlery correctly, encouraging good table manners and independence at the dinner table.
2.	To serve food to children or support children to serve themselves as appropriate.
3.	To promote healthy eating- ensuring that the school's 'healthy lunchbox' policy is being followed.
4.	To follow school policies relating to food allergies and medical needs ensuring children's dietary and medical needs are adhered to.
5.	To encourage positive behaviour at all times in and around the school-following the schools behaviour policy.
4.	To inform any concerns about behaviour to a senior member of staff.

5.	To ensure that tables/ chairs and floor are clean for children to eat from for the duration of the lunchtime period.
----	--

Playground Duties.	
1	To ensure that equipment is organised for the children each day before lunch and that it is safe to use.
2.	To facilitate play amongst students leading activities and/or giving them ideas for playground games/ activities and supporting them.
3.	To ensure that the school's behaviour policy is being consistently adhered to using a trauma informed approach to manage conflict and support children to self regulate.
4.	To encourage children to be physically active and promote a healthy lifestyle including engaging in physical activities with children.
5.	Report any health and safety concerns to the site manager and/ or Headteacher.
6.	To encourage students to look after the school environment and equipment (including packing equipment away) and caring for the school grounds.

Other Duties and Responsibilities	
1.	To communicate messages to class teacher/ senior leadership team in a timely manner.
2.	You may be directed to supervise an individual student during the lunchtime period.
3.	According to a child's age and individual needs, duties may involve helping with toileting and changing as the need arises.
4.	To undertake any staff training that is relevant to the job role.

Lunch and Play Facilitator – Person Specification

	<u>Essential (E) or Desirable (D)</u>
Education/Qualifications	
First Aid Training or willingness to undertake First Aid Training	D
Experience	
Working with or caring for children of relevant age.	E
Collaborative and supportive work with colleagues within a team or organisation.	E
Experience of leading play activities for children.	E
Skills and Knowledge	
Understanding of relevant policies/code of practice and awareness of relevant legislation	D
An understanding of the importance of play in a child's development	D
An understanding of supporting children to manage their emotions , self regulate and resolve conflict.	D
Ability to relate well to young people and adults.	E
Good oral and written communication skills.	E
Good listening skills.	E
Effective time management.	E
Committed to continual personal and professional development.	E
An understanding of how physical activity and healthy eating support children's well being.	E

The ability to engage in physical play and sports activities with children.	E
Personal Qualities	
A commitment to maximising the personal, social and emotional development of all students.	E
Work constructively as part of a team.	E
Willing to work within organisational procedures, processes and to meet required standards for the role.	E
Be resilient and demonstrate ability to work well under pressure, ensuring that you remain calm and in control.	E
Able to adopt a flexible working practice.	E
Equal Opportunities	
Commitment to the school's equal opportunities policy and Child protection policy.	E