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# The Sherwood School

## Job Description for Lunchtime Play Co-ordinator

**Post:** Lunchtime Play Co-ordinator

**Appointment Start Date:** September 2024

**Contract:** Permanent

**Salary:** ME4 Point 4, Full Time Equivalent £26,634. Role is 7.5 hours per week so annual amount is **£4,836**

**Location:** The Sherwood School, Mitcham, Surrey CR4 1JP

**Responsible to:** Headteacher

**Duties:** Under the direction of the Headteacher and the Senior Lunchtime Supervisor to assist in providing supervision on the premises, for children between the ages of 4 and 11, during the midday break. To encourage the children in purposeful play and social skills activities.

<b>Main Duties and Responsibilities</b>	
	<ol style="list-style-type: none"><li>1. General supervision of children during the lunch period, in the dining hall, classrooms and the playground.</li><li>2. Supervising groups of children during the time they are eating. Assisting pupils with cutting up food, pouring liquids etc. where needed.</li><li>3. Being aware of pupils on special or restricted diets for medical reasons from information provided by the school.</li><li>4. Dealing with minor first aid problems and ensuring that children are referred to the main office should they require additional first aid. Reporting any accidental injury to the senior lunchtime supervisor.</li><li>5. Supervising children in general hygiene requirements - washing hands, toileting etc. and keeping a check on cloakrooms during lunchtime.</li><li>6. Ensuring that entrances to the school buildings are monitored during the lunchtime break.</li><li>7. Helping to implement and develop programmes of stimulating, safe play activities for large numbers of children either in the playground or a classroom situation.</li><li>8. Assisting in managing behaviour in line with the school's Behaviour Policy. Encouraging positive dialogue between children to resolve any friendship issues and modelling good manners.</li><li>9. Attending relevant training courses.</li><li>10. Ensuring children tidy up/clear up in a satisfactory manner.</li><li>11. Working in close cooperation with other school staff, working as part of the school team.</li><li>12. Helping to organize games and activities for children during lunchtime.</li></ol>