



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	BEIGHTON NURSERY AND INFANT SCHOOL
POST TITLE	LUNCHTIME 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	Experience of working with children. First Aid training or willingness to be trained.

JOB DESCRIPTION FOR POST OF:- LUNCHTIME 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 Supervision of children in the dining area, including guidance on table manners. This includes provision for children who bring sandwiches.
- 2 Supervision of the pupils' entry into the dining area, including supervision of pupils during any journey or walk to the dining room.
- 3 Assistance with clearing tables. Assistance with washing down tables and resetting where required and when school meals staff are not available.
- 4 To supervise the children during their outdoor / indoor play experience during lunchtime.
- 5 To supervise children in transition from outside / inside during inclement weather.
- 6 To lead instigate playground activities / games.
- 7 To administer basic First Aid as appropriate and ensure records are kept in accordance with school procedure.
- 8 To ensure the standards of behaviour are maintained and comply with the school behaviour policy.
- 9 To assist in dealing with problems from unruly behaviour and report such matters to the Headteacher or Deputy Head.
- 10 To ensure the children have a calm, orderly and enjoyable lunchtime to enable them to have full access to the learning in the afternoon.
- 11 To carry out other duties relating to lunchtime supervision as requested by the Headteacher, Deputy Head and Senior Management Team.
- 12 To ensure school security regulations are upheld.

- 13 To change clothes, clean and care for personal cleanliness of the children as appropriate.
- 14 To work alongside school staff prior to lunchtime within the classrooms to establish purposeful working relationships with individuals or small groups of children.
- 15 To work as part of a team and will always be under the direction of the Headteacher, Deputy Head and Senior Management Team.
- 16 To undertake any required or agreed training.

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: November 2024



BEIGHTON NI SCHOOL

Person Specification - essential requirements

Skills / Knowledge
Ability to work well with children
Ability to take direction but also take initiative
Can manage the behaviour of children
Caring and Positive attitude to children's welfare
Flexible – prepared to undertake other tasks associated with this role.
Trustworthy and able to maintain confidentially
Experience / Qualifications / Training etc
Good level of literacy – may need to read to the children and there will be policies etc to read
Be prepared to undertake training and put this into practice
Any previous experience of working with children
First Aid training or willingness to undertake First Aid training
Work Related Circumstances
Enjoy working with children
Positive Attitude
Good role model / Model good behaviour for the children
Able to adapt to changing circumstances
Ability to contribute to a team
Assessment of these essential requirements will be made from the application form, interview and references