



STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

MIDDAY ACTIVITY LEADER

JOB DESCRIPTION

JOB PURPOSE

To support the development of play skills with children of primary school age.

JOB SUMMARY

1. Engage children in purposeful playtime activity.
2. Encourage children to treat each other with respect and to follow the school's behaviour policies at all times.
3. Supervise and ensure the safety of children throughout the midday break.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Main Tasks

- 1.1 Work to support the vision and ethos of the school.
- 1.2 Carry out instructions from the Principal (or Leadership Team Member in charge) regarding the supervision, care and direction of children throughout the lunchtime, having regard for school policies on behaviour.
- 1.3 In supervising children and leading activities, to follow the school behaviour policy and use the management structure appropriately showing fairness and consistency.
- 1.4 Work co-operatively with other members of the Lunchtime Supervisory Team and be a good team member.
- 1.5 Organise and lead Zone Parc activities, participating in, and teaching pupils how to, play well together in the playground. To be responsible for equipment, its use and security.
- 1.6 Actively lead lunchtime activities and co-operative play amongst children with energy and enthusiasm.
- 1.7 Ensure the safety of children during the lunchtime break and be vigilant for signs that a child may be being abused. Reports of any such suspicions should be to the school's nominated Child Protection Co-ordinator or the Head Teacher.
- 1.8 Communicate clearly with others and address pupils and adults in school respectfully and in a considered way.
- 1.9 Deal with minor problems and report any serious incidents of fighting or of bullying or racial or personal abuse involving children or parents to the Senior Lunchtime Supervisor or the Head Teacher as appropriate.
- 1.10 Provide any necessary assistance to children in respect of collection of trays and cutlery, portion control, difficult food, cleaning of plates/containers and seating arrangements.

- 1.11 Maintain the Dining Hall in a tidy condition (removal of spillage, sweeping floors, handling cases of illness, etc) actively encouraging or teaching the children good table manners.
- 1.12 Take account of hygiene requirements, and to supervise children washing hands, using toilet etc.
- 1.13 Ensure that all dining and other areas are cleared of pupils at the end of the lunchtime period.
- 1.14 Supervision of designated areas, both inside and outside, where pupils congregate during lunchtime.
- 1.15 Lead specific activities, as directed, with large groups of children.
- 1.16 Deal with minor accidents and report serious incidents to the Head Teacher as soon as possible. Access to First aid equipment will be given.
- 1.17 Dress appropriately for carrying out the role.
- 1.18 Be flexible in order to undertake other duties commensurate with the grade and level of responsibility defined in this job description as directed.
- 1.19 Be a positive role model.
- 1.20 Support, uphold and contribute to the development of the School's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.
- 1.21 Treat children with respect and encourage respect in return.

2. Other Responsibilities

- 2.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 2.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 2.3 Contribute to the wider life of the Trust and the Star community.
- 2.4 Carry out any such duties as may be reasonably required by the Trust.

3. Records Management

- 3.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.



Star

STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

PERSON SPECIFICATION

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
QUALIFICATIONS				
1.	First Aid or commitment to obtain within 3 months of appointment	E	✓	✓
2.	Childcare or nursing qualification.	D		
EXPERIENCE				
3.	Experience of working with children of primary age.	E	✓	✓
4.	Experience of working with children with special educational needs.	D	✓	✓
5.	Experience of leading purposeful activities with children	D	✓	✓
6.	Experience of positive behaviour reinforcement	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
7.	Able to show initiative, regarding the activities with pupils	E	✓	✓
8.	Knowledge of Health and safety requirements relating to working with children	D	✓	✓
9.	Able to work as part of a team and on own initiative	E	✓	✓
10.	Must like children and can accept and cope with diverse behaviour and problems presented by young children in school.	E	✓	✓
11.	To have sound attendance and punctuality record.	E	✓	✓
12.	Have a good standard of spoken English.	E	✓	✓
PERSONAL QUALITIES				
13.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
14.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
15.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
16.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
17.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
18.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
19.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓