

## JOB DESCRIPTION

JOB TITLE: Play Leader / Lunchtime Supervisor

RESPONSIBLE TO: Line Manager

LOCATION: Oakfield Primary Academy

### PURPOSE OF THE POST:

To support in the management of pupils during lunchtime meals and to lead and initiate play activities, coordinate and supervise a team in supporting the pupils during the lunchtime period to minimize any disruption. Ensure children's safety at play and enhance children's wellbeing, contributing to the management of pupil behaviour.

### MAIN ROLES AND RESPONSIBILITIES

#### Key Duties and Responsibilities

- To ensure that the pupils move through school quietly and behave in an orderly way at lunchtime.
- To ensure that pupils eat their meal in a socially acceptable way.
- To encourage pupils to be independent in clearing away after a meal.
- To plan, deliver and evaluate, encouraging pupil participation in a varied programme of group play / games / activities.
- Perform a visual risk assessment of the play area to ensure the safety of the children.
- To prepare, utilise and tidy away a range of equipment, materials and resources to provide innovative / creative activities which engage and motivate children.
- To assist pupils as required during the lunch period to ensure their wellbeing.
- To establish constructive relationships with pupils and interact with them according to individual needs.
- To promote the inclusion and acceptance of all pupils.
- To demonstrate a willingness to learn and implement strategies to support all pupils in safe and positive interactions, particularly those with SEND
- To supervise and provide support for pupils, including

	<p>those with special needs, ensuring their safety and access to learning activities through play</p> <ul style="list-style-type: none"> <li>• To assist with the implementation of Individual Education/Behaviour Plans and Personal Care programmes as related to lunchtime activities</li> <li>• To be proactive in seeking advice to develop good practice</li> <li>• To ensure pupils are dressed appropriately for the weather.</li> <li>• To make sure that toilets are used sensibly.</li> <li>• To ensure that pupils are not in the building when they should be outside.</li> <li>• To encourage positive interaction and play between pupils to promote inclusion and sharing.</li> <li>• To encourage good behaviour in accordance with agreed school behaviour policies and playground rules.</li> <li>• To report any incidents to the class teacher to ensure continuity / communication between the playground and the classroom.</li> <li>• To work safely and encourage safe behaviour from children, demonstrating an awareness of health and safety regulations.</li> <li>• To provide first aid treatment, recording any accidents that occur in accordance with school procedure.</li> </ul>
Wider Responsibilities	<ul style="list-style-type: none"> <li>• Ensure well-being of pupils</li> <li>• Ensure a diverse range of playable resources are provided for, and are accessible to, all children</li> <li>• Ensure there are sufficient resources to promote a range of play opportunities. We don't have a play policy</li> <li>• Check the quality and condition of resources and repair or remove any resources that are not of a suitable condition.</li> <li>• Ensure resources are stored appropriately.</li> <li>• Organise and carry out the replenishment of resources through alerting a member of the Senior Leadership Team</li> <li>• the availability of other resources from local and national initiatives-</li> <li>• Provide suggestions activities and games.</li> <li>• Ensure enriching play opportunities are created and discuss and plan these with relevant staff</li> <li>• Implement planned activities which promote play</li> </ul>

	<p>development.</p> <ul style="list-style-type: none"> <li>• Review activities to promote self-evaluation and play development.</li> <li>• Create opportunities for play to support the social and behavioural development of pupils</li> <li>• Ensure a rich and varied set of play opportunities is available to all children.</li> <li>• Provide engaging play work interventions for pupils who find positive behaviour choices challenging.</li> </ul>
General	<ul style="list-style-type: none"> <li>• Be aware of and comply with all policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person to ensure pupils' wellbeing.</li> <li>• Support the safeguarding and welfare of children and young people within the school.</li> <li>• Be aware of and support difference and ensure equal opportunities for all.</li> <li>• Contribute to the overall ethos / aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans.</li> <li>• Participate in training and other learning activities and performance development as required. Share good practice with colleagues, receive support from others in areas of development.</li> <li>• To fulfil any other duties as required by the Head Teacher with the agreement of the post holder.</li> </ul>
Data Protection Responsibilities	<ul style="list-style-type: none"> <li>• Support teachers in implementing data protection policies by handling student data with care and ensuring secure data storage.</li> <li>• Use school-approved platforms and tools for communication and data sharing.</li> <li>• Report any data protection concerns, breaches, or subject access requests (SARs) to the teacher, designated DPO and/or onsite data protection lead promptly.</li> <li>• Participate in data protection training as required.</li> </ul>

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description will be reviewed from time to time to reflect the changes needs and circumstances

of the school. Such reviews and any consequential changes will be carried out in consultation with the post holder.

*The Golden Thread Alliance is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The duties above are neither exclusive, nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.*

Postholder's signature:

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Postholder's name:

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Date:

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## PERSON SPECIFICATION

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> <li>First Aid qualification would be an advantage.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Previous experience of working with children.</li> </ul>
Skills and ability	<ul style="list-style-type: none"> <li>Ability to communicate, motivate and engage pupils.</li> <li>Practical skills in relevant activities – games / indoor and outdoor play / art / craft.</li> <li>Ability to manage behaviour in accordance with agreed school procedures.</li> <li>Ability to recognise and deal with emergency situations.</li> <li>Ability to lead pupils in group activities</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>Knowledge of school procedures for supervision of pupils during midday break and lunchtime activities where applicable.</li> <li>Demonstrate an understanding of confidentiality and child protection issues in a school setting.</li> </ul>

Postholder's  
signature:\_\_\_\_\_

Postholder's \_\_\_\_\_ name:  
\_\_\_\_\_

Date:\_\_\_\_\_

