

## JOB DESCRIPTION

<b>Department:</b>	CCE Schools
<b>Job title:</b>	Lunchtime Supervisor/Play Leader
<b>Grade:</b>	B
<b>Responsible to:</b>	Teaching staff (Senior Lunchtime Supervisory Assistant)
<b>Direct supervisory responsibility for:</b>	None
<b>Indirect supervisory responsibility for:</b>	None
<b>Important functional relationships:</b>	<u>Internal:</u> Head of School, Teachers, Support Staff, Pupils, Catering Service Staff.  <u>External:</u> Parents, LA officers and advisers, School Governors, visitors to the school.

### **Main Purpose of Job:**

To run and promote positive and engaging play activities during lunch breaks.

To assist and supervise pupils during the lunch break, encouraging responsible and appropriate behaviour and ensuring the safety of pupils.

### **Main Duties and Responsibilities**

1. To supervise children during the lunch period in accordance with the School's pupil management, discipline, behaviour and bullying policies. To complete the necessary records with regard to any incidents relating to such policies, in accordance with the policies.
2. To assist children in preparing for meals including hand-washing, helping children with the correct use of cutlery, promoting good table manners and encouraging children to eat a variety of foods.
3. To remain aware of children's food allergies, intolerances or other special dietary requirements and ensure such foods are avoided for the children concerned, with particular vigilance for children sharing packed lunches.
4. To deal with emergencies that may occur in accordance with the school's procedures, and inform a member of the teaching staff/Headteacher in the event of an emergency. To ensure all sickness/accidents are recorded in accordance with the schools procedures.

5. To administer minor first aid (as trained) and assist with sick children where necessary. To comply with the School's First Aid policies and procedures.
6. To report back to the appropriate Teacher any issues relating to children's progress, achievements, behaviour or problems which may become apparent.
7. To undertake all duties and responsibilities with due regard to the School's Security Policy and, in particular, remain aware of intruders entering the school grounds.
8. To be aware of the School's child protection policy/procedures and report any concerns observed during the course of duty in accordance with such procedures.
9. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. County Council (Equal Opportunities Policy/Code of Conduct) and national legislation (Health and Safety, Data Protection).
10. To maintain confidentiality of information acquired in the course of undertaking duties for the School.
11. To be responsible for your own continuing self-development, undertaking training as appropriate.
12. To undertake other duties appropriate to the grading of the post as required.

## **PERSON SPECIFICATION**

**Job Title:** Lunchtime Supervisor/Play Leader

**Department / School:** School-based.

**Date:** reviewed by Celtic Cross Education Jan 2018

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<b><u>Relevant Experience</u></b>	Previous experience of working with children/young people.	Previous experience of working with children within a school environment or similar.	Application form/ interview.
<b><u>Education &amp; Training</u></b>	Attainment of level 1 standard of education, or be able to demonstrate an equivalent level of knowledge through practical relevant experience.	Level 2 qualifications (NVQ, GNVE or GCSE) to include English & Maths.  Basic First Aid Certificate.	Application form.
<b><u>Special Knowledge &amp; Skills</u></b>	Good communication skills.  Ability to prioritise between different demands.  An interest in children and education.	Knowledge or awareness of the Thrive approach	Interview.
<b><u>Any Additional Factors</u></b>	Flexible, self-motivated & enthusiastic.  Patient and friendly approach.  Acceptance of different attitudes.  A willingness to work with children.  Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.		Interview.