



LUNCHTIME PLAY LEADER JOB DESCRIPTION

POST: Lunchtime Play Leader
GRADE: Grade B SCP 4 £23,114 Gross **Pro-Rata**
HOURS: 12.5 hours per week over 39 weeks (term time only)

PURPOSE OF POST:

To assist the Headteacher and to ensure the smooth running of the school's lunchtime session.

AREAS OF RESPONSIBILITY AND KEY TASKS:

1. Responsibility for the supervision of children throughout the mid-day lunchtime break.
2. Supervision of children entering and leaving the dining room and the school playground.
3. Supervision of the dining hall. Encouraging proper use of cutlery and general good manners. Developing good social skills through sharing, taking turns, asking and thanking politely, etc.
4. Supervision of all areas, both inside and outside, where children eat and play. Acting as a good role model for cooperative play and mature socialising.
5. To interact with the children throughout the lunchtime break period, playing games, etc.
6. Praising and recording good behaviour. Responding to and recording incidents of poor behaviour.
7. Checking that all children have lined up in a calm orderly manner at the end of the break.
8. To make sure the dining hall and class toilets are in a tidy condition.
9. Taking part in team meetings and to take part in school training sessions.
10. Lead by example in teaching children to play co-operatively.
11. Encourage children to use the toilet facilities sensibly, ie ensuring that children use the toilet immediately before and after lunch. If children do need the toilet whilst on the playground, to ensure that they are accounted for and supervised if necessary.
12. If children require minor first aid treatment, to administer this.
13. To liaise with key staff and your line manager regarding any issues to do with the behaviour and welfare of children.

This Job Description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.
