

**Job Title:** Lunchtime Play Leader

**Reporting to:** Principal

**Grade:** 3

**Accountable for:** Midday Supervisors

### **Overall Purpose of the Post:**

To ensure that pupils are supervised throughout lunchtime and deploy midday supervisors effectively, communication instructions clearly and setting high expectations.

### **Main Duties and Responsibilities:**

- Promote constructive play at lunchtimes;
- Provide a range of appropriate creative, stimulating and fun activities at lunchtimes, which are physically active, including the setting up of equipment for these activities;
- Organise and maintain effective zoning of the playground to cater for a wide variety of differing needs, creating a playground environment inclusive for all children;
- Ensure that all equipment is available, useable, fit for purpose and safe;
- Control the distribution and return of equipment;
- Promote good behaviour and the social and emotional development of pupils;
- Work in a positive way to ensure children behave well and report any concerns to teaching staff;
- Support the development of the academy's behaviour policy and ensure that it is implemented effectively;
- Ensure that Midday Supervisors understand their duties and are fully aware of the current rules and arrangements of the academy;
- Be a positive role model for others;
- Deal with any first aid issues as necessary;
- Be alert to issues of Health and Safety showing initiative to minimise risk to children and report concerns to the Principal;
- Check to see that all pupils return to their classroom, reporting any incidents to the class teachers;
- Attend training to improve own skills and knowledge.

## **Additional Responsibilities**

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

## **Personal Contacts**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.