**GUILDFORD GROVE PRIMARY SCHOOL**

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| JOB DETAILS | |
| Job Title: | Lunchtime Play Leader |
| Pay scale: | LPT1/2 (actual salary £3,869 p.a.) |
| Working hours: | 7.5 hours per week over 38 weeks a year (plus 10 x 45 min training sessions across the year)  Monday - Friday, 11:45am - 1:15pm |
| Reports to: | Assistant Head Teacher |

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| JOB PURPOSE |
| To assist in the supervision of children both in the dining area and in outdoor play areas to ensure the safety, welfare and behaviour management of pupils during school lunch break. |

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| **PRINCIPAL ACCOUNTABILITIES:** |
| **Safety of pupils**   * To work according to school policies to maintain a safe environment for pupils and staff * To ensure that pupils remain within the permitted areas of the school during the lunch break and to intervene in any situation where the safety of a pupil may be at risk * To recognise and take actions against any activity by pupils which may result in an accident or injury * To give minor first aid to children where appropriate, referring illness or injuries where necessary * To report any incident that has given cause for concern according to the school’s safeguarding procedures * To report all accidents appropriately, according to school procedures   **Conduct of pupils**   * To ensure that good standards of behaviour are maintained, raising concerns about conduct where necessary * To supervise the movement of pupils between classrooms, and play and dining areas from the start of the lunch break until classes re-commence and to ensure orderly conduct in the dining area * To ensure that pupils form orderly queues, and behave in an appropriate manner while eating   **Support for individual pupils**   * To assist pupils, especially younger ones, with eating (e.g. cutting up food) and spillages when required * To provide some social and educational training, such as good table manners * To monitor pupils’ eating and report any concerns to an appropriate member of staff * To offer comfort and support to individual pupils who appear to be distressed during lunch break   **General Duties**   * Employees are expected to work in a way that supports the school’s vision of high aspirations and a passion for lifelong learning for all children * Employees may undertake any other reasonable duties expected of them, commensurate with their grade * All employees are expected to follow the employee code of conduct and are thereby required to have due regard for safeguarding, data protection, health and safety in the workplace regulations, promote equal opportunities, exercise professionalism and uphold the values of member schools and Learning Partners Academy Trust * All employees must be committed to their own continued professional development and appraisal and to undertake INSET and training as identified through annual performance management |

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| PERSON SPECIFICATION | |
| Qualifications | Essential/Desirable |
| Basic general education | D |
| Experience | **Essential/**  **Desirable** |
| Experience of working with children or in a caring environment | D |
| Knowledge and Skills | **Essential/**  **Desirable** |
| Understanding of the principles of safeguarding responsibilities when working with children  Basic hygiene procedures  Understanding of health and safety procedures | E  E  D |
| **Personal Attributes** | Essential/ **Desirable** |
| Able to communicate clearly and with empathy  Able to manage children’s behaviour in a firm but approachable way  Able to work under supervision and act on own initiative if necessary  Enjoy working as part of a team  Flexibility to undertake a range of duties and responsibilities as and when required | E  E  E  E  E |