

School: River View Primary School

JOB DESCRIPTION

Job Title Lunchtime Organiser /Play Leader

Grade: 1A scp 3

Directly responsible to: HEADTEACHER & Director of Business & Operations.

Directly responsible for: The smooth organisation of the lunch break

Hours of Duty: 10 hours per week (term-time only)

Primary purpose of the job:

To supervise children during their lunch break and to work as part of a team to provide lunchtime play activities both indoor and outdoor.

Main Duties and Responsibilities/Accountabilities:

General

- To be able to relate well to children in a caring and supportive way.
- To uphold the ethos and behaviour policies of the school
- The post holder must comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- The postholder must carry out their duties with full regard to the City Council's Equal Opportunities, Health and Safety and Community Strategy policies.
- To undertake such additional duties as are reasonably commensurate with the level of this post
- Administer first aid when needed.

Mealtime supervision

- To ensure the orderly conduct, queuing and controlled dispersal of pupils in the dining room
- To provide social training for pupils, for example, table manners and the correct use of cutlery

- To clear up spillage on tables and the floor of the dining room where a pupil has been sick or spilt his/her meal
- To assist in taking food to the tables if so required by the Headteacher
- To assist younger pupils in cutting up food
- To take part in a 'Family Service' where required
- To ensure that crockery, beakers, cutlery and trays are taken to the returns area
- To assist or supervise in the scraping of plates

Leading Play

- To contribute to the motivation of pupils through purposeful and energetic play
- To ensure the activities provide opportunities for all children to take part in the course of the year
- To prevent pupils from taking any action that might result in injury to themselves or other pupils
- To ensure that pupils do not misbehave
- To ensure that pupils make proper use of toilets
- To ensure that pupils do not leave the school grounds without the permission of the Head teacher and/or the approval or knowledge of their parents
- To inform the Head teacher immediately if a pupil leaves or is withdrawn from the school premises without approval

SAFEGUARDING RESPONSIBILITIES ALL STAFF

- The postholder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.
- To be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To support the protocols and systems that are in place to address the needs of children with special educational needs and 'children in need' as defined by the Children Act.
- To ensure child protection procedures and processes are followed across the school.

Review Arrangements:

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing

duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Job description prepared November 2010 by the Head Teacher

Agreed by Post Holder:

Signed Head Teacher

Signed Post Holder

PERSON SPECIFICATION

- Sensitive to the needs of children
- Committed to equal opportunities for children
- Committed to achieving better outcomes for children
- Good time keeping
- Experience of caring for children
- Able to work as part of a team
- Able to follow instructions
- Good level of spoken English
- First Aid Trained