

JOB DESCRIPTION

Post Title: Lunchtime Supervisory Assistant / Play Leader	Director/Service/Sector: Children's Services		Office Use
Band: 1	Workplace: School based		JE ref: S1506
Responsible to: Senior Lunchtime Supervisory Assistant, Teacher or Head-teacher	Date:	Lead & Man Induction:	HRMS ref:
Job Purpose: Under the direction of a Senior Lunchtime Supervisory Assistant or the Headteacher, to ensure the safety, welfare and good conduct of pupils during the midday break period. To lead activities to encourage a more active playtime and to support PE provision in school one afternoon a week.			
Resources	Staff	None.	
	Finance	None.	
	Physical	None.	
	Clients	None.	
<p>Duties and key result areas: Individually or as part of a team, include but are not restricted to:-</p> <ol style="list-style-type: none"> 1. Supervise pupils in the dining hall, playground areas and school premises. 2. Lead games, play and encourage activity and participation to encourage children to have more active and healthy play times. 3. Lead or support a sports coach to deliver an active, play based after-school club (for an hour after school) once a week. 4. Ensure the maintenance of good order and discipline. 5. Deal with accidents and incidents in accordance with school procedures. 6. Clean up spillages as necessary. 7. Other duties appropriate to the nature, level and grade of the post. <p>Support for Pupils</p> <ol style="list-style-type: none"> 1. Attend to the personal needs of pupils including the implementation of personal learning programmes that may include social, health, physical, hygiene and welfare objectives. 2. Supervise and support children in their access of learning. 3. Establish good relationships with pupils, acting as a role model and responding to the needs of each individual child. 4. To actively promote inclusive practice within the setting to ensure acceptance of all children. 5. Encourage children to play and interact with one another to ensure healthy, active habits are established. 			

6. Encourage children to engage in, and participate in learning activities.

8. To encourage children to act independently as appropriate.

Support for the School

1. Comply with all school policies relating to:

- Health and Safety
- Equal Opportunities
- Child Protection
- Confidentiality and data protection.

2. Work in such a way that you promote the ethos and vision of the school.

3. Participate in training and development and activities that contribute to the management of performance.

4. Assist with the management of pupils outside the classroom e.g. lunch times and outside the school e.g. school trips as directed by the class teacher and member of the school's management.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Physical requirements:	Continuous standing and walking. Active play.
Transport requirements:	None.
Working patterns:	Monday to Friday lunchtime working and one Wednesday afternoon to support school PE / swimming provision and support / lead an active play
Working conditions:	based after school club. Outside working.

PERSON SPECIFICATION

Post Title: Lunchtime Supervisory Assistant / Play leader		Director/Service/Sector: Children's Services	Ref: S1506
Essential	Desirable		Asses s by
Qualifications and Knowledge			
No particular qualifications or knowledge are required.		First Aid certificate / willingness to train in first aid.	
Experience			
No specific experience in the workplace is necessary.		Some experience in a similar environment. Working with or caring for children of the relevant age	
Skills and competencies			
Ability to follow straightforward oral and written instructions and to keep basic work records. Physical skills related to the work. Knowledge of playground / children's games to lead and support active play.			
Physical, mental and emotional demands			
Ability to work outdoors all year round and to lead active play.		Creative, fun and engaging approach to support children's play.	
Motivation			
A commitment to providing a quality service to customers.		A willingness to undertake job related training.	
Other			

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits