



Morley Memorial Primary School

Job Description and Person
Specification

**Senior Midday Play and Lunch
Leader**

April 2018

We hope that this recruitment pack will give you all of the information you need to complete your application for the position of Senior Midday Play and Lunch Leader at Morley Memorial Primary School.

Please pay close attention to the advert, job description and person specification as shortlisting will be based on meeting the criteria stipulated in these documents.

Morley Memorial Primary School is committed to safeguarding the well being of children and expects all staff working with us to share this commitment. Shortlisted candidates will be contacted and references sought prior to interview. Any offer of a position will be subject to satisfactory references and DBS checks.

Please forward your completed application form to office@morley.cambs.sch.uk by **30th April 2018**



Job Description

Post Title Senior Play and Lunch Leader

Salary Range Scale 3 point 14 - 17 (£16, 781 – £ 17,772 FTE, to be pro rated for term time working)

Hours of Work 10 hours per week Monday to Friday Term-time only

Responsible to Deputy Headteacher

Supervisory responsibilities: Play and lunch leaders /midday supervisors and pupil leaders

Purpose of the job:

- This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment
- To lead in the care and supervision of pupils during lunchtime break
- To manage the work of those with lunchtime supervision responsibilities
- To provide guidance and support to pupil leaders with lunchtime roles
- To liaise with colleagues to ensure effective communication

Main Activities and Responsibilities:

- Review and adapt the supervision rotas as required to ensure all areas have appropriate supervision
- To give instruction to members of the lunchtime team with regards to specific duties or requirements, including pupil leaders such as 'Green Buddies' or 'Young Sports Leaders'
- To model the positive behaviours we expect from children and ensure the team are able to identify and respond to inappropriate behaviour in line with the school behaviour policy

- To ensure appropriate First Aid provision is in place and that sickness or injuries are dealt with in line with school procedures
- To oversee that incidents are recorded and reported in accordance with the school policies, including First Aid, Behaviour and Safeguarding
- To ensure the appropriate risk assessment guidance is adhered to and report any relevant concerns regarding premises to the Premises Manager.
- To lead participation in training and development activities relevant to the role.
- To work effectively with outside agencies, such as sports coaches

Dining Hall

- To ensure that pupils enter the dining hall in an organised and calm manner and to manage the flow through service ensuring good behaviour and a calm atmosphere
- To promote healthy eating choices and encourage good social skills and table manners
- To ensure those who need support or assistance with cutting up food, pouring water etc. receive it.
- To ensure that spillages or hazards are cleaned up quickly in line with the risk assessment
- To address any issues of inappropriate behaviour and record and report as required
- To ensure that tables are clean and packed away at the end of lunch service

Playground

- To oversee the implementation of the Wet Play rota in the case of bad weather and ensure that where classrooms are used they are left tidy, ready for afternoon sessions.
- To promote safe, active play by organising the use of the playground space effectively, including producing rotas for climbing frame use and use of pitches
- To model and promote games and activities to be played at lunchtime
- To oversee the organisation and maintenance of lunchtime play equipment
- To ensure the playground is safe and free from hazards in line with the risk assessments and record any issues with premises for the Premises manager

School Premises

- To monitor areas of the school used at lunchtime including toilets, cloakrooms and corridors
- To ensure that toilets are checked during lunchtimes and that they are clean and being used appropriately.
- To check all playground gates, entrances and exits and ensure the security of the site is maintained

Other duties and responsibilities

- To ensure all duties and responsibilities are discharged in accordance with the school's health and safety at work policy
- To participate in the school's appraisal scheme, ensuring that performance standards and targets are set and met within the agreed time scale and taking personal responsibility for professional development in discussion with the line manager
- As a term of your employment you may reasonably be expected to undertake duties of a similar nature to those outlined in the job description commensurate with the grade of the post

Review

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation

April 2018

Morley Memorial Primary School

Senior Play and Lunch Leader

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Child Protection and safeguarding Training if not current then a willingness to undertake this training) 	<ul style="list-style-type: none"> • Level 2 Award or above for Support Work in Schools or Playwork • A paediatric First Aid qualification (if one is not held, a willingness to undertake this training) •
Knowledge and experience	<ul style="list-style-type: none"> • Experience of supervision of children • Understanding of effective team work • Ability to adhere to, implement and monitor the effectiveness of school policies • Experience of dealing effectively with accidents or emergencies 	<ul style="list-style-type: none"> • Experience of working with primary aged pupils, in a school setting • Experience of managing a team and delegating • Knowledge and experience of procedures relating to child protection, health and safety and confidentiality
Abilities and Attributes	<ul style="list-style-type: none"> • Desire to promote and support the work of the school • Effective communicator • Flexible • Patient • Able to motivate and inspire others • Good organisational Skills • Able to provide a good role model for other • Enjoys play and working with children 	

Head teacher: Ms N Brown