

Job Description

Establishment: Fairfield Spencer Academy
Post Title: Midday Play Leader
Grade/Pay Range: NJC 2 (£2,589 actual salary)
Hours/weeks: Part time / Term time only 6.25 hours per week
Reporting to: Principal
Department/Team: Lunchtime team

Overall Purpose of Post

To assist in the supervision of children both in the dining area and in play areas to ensure the orderly conduct, welfare and safety of pupils during the school lunch breaks.

To promote and actively support the values and ethos of the school.

Confidentiality must be maintained at all times, unless safeguarding concerns prevent this.

Main Duties and Responsibilities

Working as part of this important team you will be required to carry out the following duties.

1. Supervise pupils in the dining hall
2. Control queues to dining areas
3. Where required, mark register.
4. Ensure that the overall arrangement for children to dine promotes an orderly and pleasant meals service.
5. Ensure that any spillage is removed quickly; trays are not left in dangerous positions, and are wiped where necessary.
6. Supervise return of used trays, crockery and cutlery by the children.
7. Ensure that tables are left clean for the next occupant.
8. Ensure dining areas are left clean and tidy
9. Arrange supervision to allow movement amongst the children within the area covered.
10. Ensure acceptable standards of behaviour are maintained
11. Minimise the likelihood of children hurting themselves, others or damaging property

12. Supervising pupils in classrooms during bad weather.
13. Supervise pupils in the outside areas
14. Control play and deliver sports activities
15. Engage pupils in play and/or sports as directed by school sports leader/Senior Leadership Team.

Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Act in accordance with all school policies and procedures and relevant legislation, particularly in relation to child protection, health and safety and behaviour management.
- To understand your shared responsibility for the health, safety and welfare of all pupils and staff.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Academy policies including in particular Health and Safety and Safeguarding.
- Participate in the Academy Appraisal process and undertake professional development as required.
- Actively participate in and contribute to staff meetings and INSET
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.
- These above mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Name of Post holder:

Signature:

Date:

Person Specification

[illegible]

