

Job Description

Job Title: Lunchtime Activity Leader
Responsible to: Middle Leader
Hours: 7.5 hours per week, 38 weeks per year

Purpose of the Role:

Acting as part of a team to take care and control of all the students on college premises during the midday break between the morning and afternoon teaching sessions.

Responsibilities:

- To maintain the safety, welfare and good conduct of the students during the midday break.
- To plan and supervise activities (indoors and outdoors)
- To ensure all pupils are engaged in positive behaviour
- To build up friendships and supportive play groups
- To identify pupils who may be isolated and encourage them to join activities
- To ensure the students enter and exit the onsite catering facility safely.
- To assist students with eating their meal (if applicable).
- To clear tables when meals are finished and clear up any associated spillages.
- To enforce the necessary sanctions for maintaining good order.
- To attend First Aid and EpiPen training and to administer basic first aid as required.
- To keep daily records of first aid administered, behaviour and sanctions employed, together with any other relevant records that may be needed.
- To alert SLT of any concerns regarding an individual child or group of children.
- To understand and apply Academy policies in relation to health, safety, welfare and behaviour of students.
- To attend relevant training and meetings as required.
- To maintain and respect confidentiality at all time.

Other Clauses

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive

5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications & Experience	Specific qualifications & experience	<ul style="list-style-type: none"> • Willing participant in development and training opportunities • Experience of working with children in a similar capacity/setting • A good understanding of the School • Good reading and writing skills • Good numeracy skills • A basic knowledge of ICT 	<ul style="list-style-type: none"> • Team Teach qualification or equivalent • Basic first aid qualification • Any sports qualifications or experience
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> • Understand and implement the school's behaviour management policy. • Have a positive approach to behaviour management • Understand and support the importance of physical and emotional wellbeing 	<ul style="list-style-type: none"> • Have some knowledge of learning difficulties and a variety of strategies to support children
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> •
	Forward and strategic planning	<ul style="list-style-type: none"> • To be able to follow plans for lunch times 	<ul style="list-style-type: none"> •

	Budget (size and responsibilities)	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> •
	Abilities	<ul style="list-style-type: none"> • Good organisational skills • Ability to write reports with regards to playground accidents • Ability to use clear language to communicate information unambiguously • Ability to listen effectively • Ability to manage own time effectively • Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults • Ability to work effectively with a range of adults • Know when, how and with whom to share information • Ability to follow instructions accurately 	
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> • To take up CPD opportunities • Is motivated and energised • Eager to develop and learn from 	

		<p>others</p> <ul style="list-style-type: none"> • To use resources to extend their knowledge and experiences. • Is aware of own feelings • Takes time to evaluate own thoughts and behaviours • Recognises the importance of learning from set backs 	
Special Requirements		<ul style="list-style-type: none"> • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK • Evidence of a commitment to promoting the welfare and safeguarding of children and young people 	