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## **Job Description and Responsibilities**

**Post Title: Lunchtime Play Leader**

### **Main role**

To ensure the safety, welfare and good conduct of all pupils during the mid-day break period. To ensure the children have an enjoyable lunch time break. To be responsible to the Senior Lunchtime Supervisor and Headteacher.

### **Main duties**

- To be punctual in arriving to start lunchtime duty.
- To inform Office staff of discrepancies in numbers.
- Ensure a positive relationship with the kitchen staff.
- To liaise with the Senior Lunchtime Supervisor re issues arising.
- To be a role model for the children, talking to them calmly and politely.
- To consistently apply the Positive Behaviour policy.
- To ensure children are supervised moving around the school and into the dining hall in quiet controlled manner.
- To assist the children where needed, encouraging all children to eat well, quietly and quickly.
- To deal with unacceptable behaviour using the Positive Behaviour policy. Poor behaviour, which is serious, should be immediately reported to the Senior Lunchtime Supervisor or Headteacher.
- To encourage children to play games such as 'farmers in his den', skipping etc.
- To ensure First Aid is given and actions are recorded in the First Aid book. Bumps to the head MUST be reported to the Office and class teacher, the child provided with a letter to go home.
- To ensure confidentiality in all matters pertaining to the children and the school.
- To be flexible and adaptable to deal with the changing needs of the school

**The School is committed to safeguarding and promoting the welfare of children, and young people, and expects all staff and volunteers to share this commitment. DBS Disclosure at Enhanced Level will be required prior to any offer of employment**



## **Generic Duties relevant to all members of staff**

### **1.1 The Trust**

The ethos of the Trust is included within the strapline "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do.

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".

As a member of the Trust your role will be based at the Trust central office. However you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

### **1.2 Teaching and Learning**

This is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

### **1.3 ICT**

It is expected that all teaching and support staff follow the ICT Vision of the Trust.

All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

### **1.4 Health and Safety**

Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments,



including information, training and supervision necessary to accomplish those goals.

### **1.5 Safeguarding**

The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Child Protection Officer.

### **1.6 Data Protection**

**The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.**

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Finance Director. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

**The above duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.**

**Any other duties or responsibilities as set out by the Head teacher**