



Job Description

Job Title: Lunchtime Play Leader

Wakefield Primary Cluster

Reporting to: Principal **Grade:** 3

Accountable for: Midday Supervisors

Overall purpose of the post:

To ensure that pupils are supervised throughout lunchtime and deploy midday supervisors effectively, communication instructions clearly and setting high expectations.

Main duties and responsibilities:

- Promote constructive play at lunchtimes
- Provide a range of appropriate creative, stimulating and fun activities at lunchtimes, which are physically active, including the setting up of equipment for these activities
- Organise and maintain effective zoning of the playground to cater for a wide variety of differing needs, creating a playground environment inclusive for all children
- Ensure that all equipment is available, useable, fit for purpose and safe
- Control the distribution and return of equipment
- Promote good behaviour and the social and emotional development of pupils
- Work in a positive way to ensure children behave well and report any concerns to teaching staff
- Support the development of the academy's behaviour policy and ensure that it is implemented effectively
- Ensure that Midday Supervisors understand their duties and are fully aware of the current rules and arrangements of the academy
- Be an effective team leader and positive role model for others
- Deal with any first aid issues as necessary
- Be alert to issues of Health and Safety showing initiative to minimise risk to children and report concerns to the Principal
- Check to see that all pupils return to their classroom, reporting any incidents to the class teachers
- Carry out any request from the Principal
- Attend training to improve own skills and knowledge

Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation where applicable

- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.