

**HEATHFIELD PRIMARY SCHOOL
JOB DESCRIPTION**

<u>POST TITLE :</u>	Lunchtime Assistant (Play Leader)
<u>GRADE :</u>	Band 1 – SCP 3
<u>REPORTING RELATIONSHIP</u>	Reporting to the Senior Supervisory Assistant or equivalent
<u>JOB PURPOSE :</u>	Assist with the care and welfare of pupils within the school over the lunch period including the patrol of the school both inside and out in line with the school policy
<u>POST NO.</u>	D0

MAIN DUTIES/RESPONSIBILITIES

As a Lunchtime Assistant you may undertake any or all of the following duties and responsibilities.

1. Supervision of pupils on site in line with individual school policy and procedures.
2. Assist with the setting up of lunchtime play equipment, ensuring it is in good condition and safe to use, both on the playground and on the school field.
3. Lead on lunchtime play activities, modelling to children appropriate play and how to use equipment safely and respectfully.
4. Assist with the tidying up of lunchtime play equipment, supervising children to tidy up in line with school expectations and modelling what this looks like.
5. Report all injuries to appropriate school officer and ensure that pupils receive appropriate care and attention when sick or injured.
6. Encourage good behaviour and conduct of all pupils. Interact with pupils through games and activities to assist in their development of physical and social skills.
7. Be ready to assist with the setting up of the dining hall, cleaning up as necessary and supporting children with their eating if/when required.
8. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
9. The post holder must carry out his/her duties with full regard to the Trust's Equal Opportunities and Racial Equality Policies in the terms of employment and service

delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.

10. To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
11. Any other duties of a similar nature related to the post, which may be required from time to time.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL COUNCIL POLICIES, INCLUDING THE NO SMOKING POLICY.

LINGFIELD EDUCATION TRUST IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF AND VOLUNTEERS TO SHARE THIS COMMITMENT. THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE TRUST.

Date:

HEATHFIELD PRIMARY SCHOOL, DARLINGTON

SUPERVISORY ASSISTANT JOB NO – D0

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Experience & Knowledge				D1	Previous Supervisory Assistant/Play Leader experience	AF/I/R
				D2	Knowledge of Health and Safety practices at work relating to spillages, trips and falls	AF/I/R
Skills	E1	Ability to effectively communicate orally with colleagues and children	I/R			
	E2	Ability to deal with a range of people including parents, children and colleagues	AF/I/R			
	E3	Ability to remain calm in a busy environment and maintain vigilance in regards to potential hazards.	AF/I/R			
Special Requirements	E4	Motivation to work with children	AF/I/R	D3	Previous safeguarding training	AF/I/C
	E5	Ability to form and maintain appropriate relationships and personal boundaries with children	AF/I/R	D4	First aid qualification	AF/I/C
	E6	Emotional resilience in working with challenging behaviours and attitudes	AF/I/R			
	E7	Suitability to work with children	AF/I/R			
Key – Stage identified						
	AF	Application Form				
	C	Certificates				
	I	Interview				
	R	References				

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references