



FULBOURN PRIMARY SCHOOL

Bank Lunchtime Play Leader

Job Description and Person Specification

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Job Description

Job Title:	Bank Lunchtime Play Leader
Reports to:	Business Manager
Grade:	NJC Point 3
Location:	Fulbourn Primary School
Hours:	Days by arrangement, hours 11.30 a.m. - 1.30 p.m., Term Time Only

Main purpose

To enhance the children's enjoyment of lunchtime, and promote good behaviour, by organising and leading activities and teaching children how to play. This will include setting up team games, encouraging appropriate use of equipment and promoting fair play.

Duties and responsibilities

1. To supervise pupils, during the lunch period, in the dining hall, playground areas and school premises, ensuring the safety, welfare and the physical and mental well-being of pupils.
2. Engage children in play and physical activities including setting up team games, encouraging appropriate use of equipment and promoting fair play.
3. To model, recognise and promote positive behaviour and report any incidents as appropriate.
4. To deal appropriately with the management of children's behaviour within our behaviour Policy and anti-bullying policy, referring to a member of the Senior Leadership Team as appropriate.
5. To support pupils to deal with conflict and to support them to find suitable solutions together.
6. To be aware of cultural differences between pupils, dealing with any incidents of racism and sexism in accordance with agreed procedures.
7. To ensure the safety and wellbeing of children, providing emotional support where necessary.
8. To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.

Dining Hall

9. To assist with setting up the hall tables and chairs before the start of lunch service.
10. To support children to enjoy a lunchtime meal.
11. To organise dinner queue and entrance of pupils into dining hall and from dining hall to playground: ensuring good behaviour and calm atmosphere.

12. To promote pro-social behaviour and to deal appropriately with the management of children's behaviour in accordance with the school's behaviour policy.
13. To encourage all pupils to eat but especially those with special needs or disabilities and to assist children with cutting up of food, pouring of water etc. where necessary.
14. To encourage social skills and good table manners, ensuring safety with knives and forks.
15. To clean up spillages of food (or encourage child to do so) and to organise clearing cutlery and crockery off tables.
16. To put away tables and chairs at the end of lunch service and sweep the floor, leaving the halls ready for use.

Playground & Outdoors

17. Where appropriate, to collect pupils from classroom ensuring that they are adequately dressed for the weather conditions.
18. To supervise and control entrance and exit to school premises by pupils during the lunch break. Check on any strangers who may enter the school grounds and report any concerns.
19. Engage children in play and physical activities including setting up team games, encouraging appropriate use of equipment and promoting fair play.
20. To ensure that pupils who leave the school site have permission to do so.

School Premises

21. To supervise pupils on the school premises in the hall, classrooms and through corridors, when they are not allowed outside because of inclement weather.
22. To ensure that, when classrooms are used during the lunch break because of inclement weather that the children are quietly occupied in fun an engaging activity and that the classroom is left tidy, ready for afternoon school.
23. To check toilet areas regularly to ensure that they are clean and being used appropriately.
24. To:
 - a. take part in training appropriate to the job of lunch time play leader
 - b. take part in any appraisal arrangement made by the school.
 - c. undertake any other duties consistent with the purpose of the job.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Person Specification

Criteria		
Qualifications and experience	Essential	Desirable
- Has some experience of working with children. - Awareness of the importance of safeguarding children. - Enhanced DBS clearance (this will be carried out by the school for successful applicants). - Appropriate first aid training, or the willingness to undertake this.	E E	D D
Skills and Personal Qualities	Essential	Desirable
- Is pro-active, energetic, fun, positive and enthusiastic. - Has good interpersonal skills and communicates successfully with adults and children, always maintaining a friendly disposition. - Sets high expectations for pupil behaviour and will support children to resolve conflict, following the school's behaviour code. - Maintains clear and consistent boundaries and manages challenging behaviour calmly and professionally. - Values the personal development and wellbeing of pupils. - Is emotionally resilient when dealing with challenging behaviours. - Sees play as a learning opportunity. - Has an interest in working with children. - Can respond flexibly to change. - Works effectively with the school team for the continuing improvement and development of the school. - Sets high expectations for themselves and is keen to develop personal and professional skills and knowledge. - Has the ability to maintain confidentiality. - Is keen to develop their personal and professional skills and knowledge.	E E E E E E E E E E E E E	
	Essential	Desirable

Equal Opportunities		
Commitment to inclusion, equality and diversity	E	
Safeguarding	Essential	Desirable
Commitment to safeguarding and promoting the welfare of children and young people.	E	