

Job description

Job title	Lunchtime Play Assistant
Service Area	Highlands Primary School Function
Grade	LBR 1c
Reports to	Midday Team leader
Major duties and responsibilities	

Support for Pupils Indoors may include

- Ensure that the meal arrangements comply with all school policies and provide a happy and safe environment for pupils, including those with special needs.
- Ensure that the pupils move through school quietly and behave in an orderly way in the dining hall.
- Ensure that pupils with special dietary needs receive the correct meal.
- Wipe crumbs or spillages off the tables using the designated equipment.
- Ensure that the pupils wash and dry their hands before meals and support them as they eat.
- Ensure pupils eat their meal in a socially acceptable way – talking quietly and using cutlery appropriately.
- Encourage pupils' independence in clearing away after a meal and in keeping the floor clean.
- Make sure that toilets are used sensibly.
- Supervise a class during wet lunchtimes, playing classroom games, draw or finish schoolwork; read a story or play games. Ensure equipment is returned to its correct place in an orderly way and in good condition before the start of the afternoon teaching session.

Support for Pupils Outdoors may include

- Support the well-being of children at lunchtime.
- Lead and support children's learning at lunchtime play (YR-Y6) – planning with the lunchtime team leader games and activities that target each age range – for both indoor and outdoor playtimes.
- Promote respect and understanding in our pupils' behaviour in the playground, dealing promptly with conflict and incidents, referencing Highlands values and encouraging pupils to take responsibility for their own behaviour.
- Be aware of any pupils with special needs who may need your extra awareness in the playground or at lunch.
- Supervise children's safety in the playground, engaging them in activities that encourage pupils' inclusion and wellbeing.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Ensure pupils are dressed appropriately for the weather.
- Ensure that pupils are not in the building when they should be outside.
- Communicate any general concerns to the class leader at the end of the lunchtime.
- Ensure the pupils are always supervised, and that they arrive punctually to their classroom.
- Organise the distribution and collection of resources, maintaining tidiness of storage areas and reporting to Play Leader as needed.

Support for the School

- Follow daily instructions from the Mid-day/Lunchtime Team Leader.
- Contribute to the school's positive learning community ethos by acting as a Rights Respecting role model and practising it personally.
- Assist in the supervision of pupils during playtimes in line with the expectations of the Highlands values.
- Be punctual and reliable.
- Attend and participate in relevant meetings, training and other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- In line with the school's health and safety policy, be responsible for own health and safety, as well as that of colleagues, pupils and the public. Use protective equipment where necessary and report defects and hazards to the Mid Day Team Leader.

Duties and responsibilities of the post may change over time as requirements and circumstances change.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other duties as may be required by the Line Manager that are broadly within the grading level of the post and the competence of the post holder.

The council operates a non-smoking policy

Person specification

Job Title	Lunchtime Play Assistant		
Service Area	Highlands Primary School		
Selection Criteria			
Method of candidate assessment: A = Application Form I = Interview T = Task Weighting: 3 = most important, 1= least important			
Experience/Knowledge/Skills:			
• Experience of working with or caring for pupils of relevant age.	2	A-I	
• Have an awareness of health and safety issues within the school environment	2	I	
• Understanding of relevant policies/codes of practice and awareness of relevant legislation.	1	I	
			I
• Commitment to and understanding of Equal Opportunities.	2	I	
• Basic understanding of child development and learning.	2	A-I	
• Good numeracy / literacy skills and communication skills.	2		
• Confidence in dealing with young people, maintaining discipline and motivation.	3	I	
• Ability to relate well to pupils and adults.	3	A-I	
• Able to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.	2	I	
• Appropriate knowledge of first aid.	1	I	
• A clear understanding of Safeguarding, Health and Safety and welfare issues	3	A-I	
Other job requirements:			
• Enhanced DBS check.			
• Requirement to undertake health and safety training.			