

<b>School</b>	<b>Hatherop C of E Primary School</b>
Address	Hatherop, Gloucestershire GL7 3NA 01285 750318 <a href="mailto:admin@hatherop.gloucs.sch.uk">admin@hatherop.gloucs.sch.uk</a> <a href="http://www.hatherop.gloucs.sch.uk">http://www.hatherop.gloucs.sch.uk</a>
E-MAIL	
Web Site	
Post Title (Subject)	Lunchtime Playleader
Grade	Grade 2 (£20,441 pro rata)
Hours	Part Time (5 hours per week. Mon-Fri 12-1pm)
Contract	Fixed Term Contract
<b>Closing Date:</b>	<b>22/11/2023</b>
Interview Date:	W/C 27/11/2023
Start Date	TBC

A lunchtime playleader will be part of a team that is responsible for supervising pupils and the school's premises during the midday break to ensure that the break runs effectively and that the safety and welfare of pupils is maintained.

### **Duties and responsibilities**

#### **Supervision**

- › Supervise pupils in in the lunch area, playground and classrooms (for wet play)
- › Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the class teacher
- › Monitor pupils that aren't engaging in play and feedback any concerns to class teachers

#### **Organisation**

- › Set up and put away the tables, chairs and other equipment needed for eating in the lunch area
- › Manage pupils' entrance and exit from the lunch area in an orderly manner
- › Clean up food and water spillages

#### **Health and safety**

- › Observe pupils and the environment and take action to minimise any identified health and safety risks
- › Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider
- › Record details of incidents in line with the school's reporting procedures
- › Be aware of and support pupils with medical/dietary needs
- › Promote the school's policy around healthy eating to pupils
- › Feedback concerns relating to pupils' health and safety to a senior member of staff

#### **Behaviour**

- › Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
- › Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- › Make sure children tidy up after themselves in the lunch area and when using play resources/equipment
- › Follow any directions from class teachers on supporting specific pupils with challenging behaviour

#### **Play**

- › Organise play activities to encourage pupils to play and make use of play equipment
- › Offer educational instruction where needed to help pupils to share play equipment
- › Help to resolve issues between pupils during play activities

#### **Safeguarding**

- › Make sure pupils remain on the school premises during the midday break
- › Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals

#### **Other areas of responsibility**

- › Read and follow the relevant school policies
- › Undertake training required to develop in the role

In person visits to the school are welcomed. Please contact the office to arrange a suitable time.

Please download a Teacher and Support Staff Application Form from the Gloucestershire County Council website or email the school at: [admin@hatherop.gloucs.sch.uk](mailto:admin@hatherop.gloucs.sch.uk) to have one sent to you.

This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, and volunteers, to share the same commitment. We require all new employees to complete an enhanced level criminal background check through the Disclosure and Barring Service. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed, or resigned from, a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background to the offence.

