

GOLDINGTON GREEN ACADEMY

MID-DAY PLAY SUPPORT LEADER

JOB DESCRIPTION

RESPONSIBLE TO: The Senior Supervisor under the general direction of the Headteacher and Inclusion Manager

MAIN FUNCTION: To be responsible to the Senior Supervisor and Inclusion Manager for the general supervision of children during the mid-day break.

To ensure the safety, general welfare and proper conduct of pupils during this period.

To organise and play games with individual or groups of children.

DUTIES AND RESPONSIBILITIES:

1. To plan and prepare activities for lunchtime for the pupils. To allocate staff to lead the activity on each zone.
2. To ensure a variety of activities including ideas suggested by the children.
3. To oversee mini play workers leading games.
4. To support colleagues in developing plays skills and a repertoire of games.
5. To take a positive approach to discipline and behaviour and the maintenance of good order at all times.
6. To take a positive approach to the zoning system on the playgrounds and being flexible and adaptable in times of staff shortages.
7. To ensure that play apparatus and equipment is available, organized and set out ready for lunchtimes and that the children use it appropriately. To ensure that any play equipment is collected and put away at the end of the lunch time. Be responsible for organising activities during wet play time.
8. To supervise children in the playground. Introducing them to play equipment and playground markings, teaching them, and playing new games.
9. To Carry out simple first aid treatment and summon any assistance needed to deal with injuries or illness.
10. To take the necessary action when pupils are sick.
11. To ensure appropriate Health and Safety regulations are observed at all times.
12. To Supervise classes in at the end of play and handing over to the class teacher any relevant information.

13. Any other tasks, as directed by head teacher, which fall within the purview of the post.
14. To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential or sensitive information
15. Be aware of and comply with policies and procedures relating to safeguarding child protection; equal opportunities; health and safety; confidentiality and data protection.
16. To promote the well-being of all staff and the well-being and good behaviour of pupils in the school ensuring that all advice from SENDCo or Inclusion Manager is implemented.
17. To promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact and to adhere to, and ensure compliance with, the Safeguarding Children Board Child Protection procedures and the school's Safeguarding Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the designated Child Protection Officer.
18. To show tolerance of and respect for the rights of others and not to undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs. To maintain the positive ethos and core values of the school, both inside and outside the classroom.
19. To ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Signed _____

Date _____