

**Eastbury Primary School**

<b>Job Title:</b>	Midday Play Assistant
<b>Grade:</b>	Scale 1B Point 2
<b>Department:</b>	
<b>School:</b>	Eastbury Primary School
<b>Reports to:</b>	Midday Play Leader/Deputy Headteacher
<b>Responsible for:</b>	Supervision and organisation of children
<b>Number of Posts Supervised/Managed:</b>	

**Purpose of the Job:**

Securing the safety, welfare and good conduct of pupils during the midday break period in accordance with the practices and procedures of the school. Ensure children are being nurtured through positive activities, so their wellbeing is being met

**Main Activities:**

- Providing safe, creative and appropriate play opportunities through supervision and organised games.
- Promoting the rules, aims and objectives of Eastbury Primary School, following the school's Behaviour Policy as a guide for daily expectations during activities.
- Supervising the pupils in the dining hall, playground areas and school premises.
- Lunch hall duties (for example organisation of children to allow safe and efficient progress through the dinner queue to seating and exit from the dinner hall, cleaning up/sweeping spillages, ensuring tables are clean, putting tables away etc).
- Encourage and model good table manners and correct use of cutlery, supporting the children in clearing away their tray.
- Liaison with your Supervisors, Line Manager and colleagues to provide continuity in approach to behaviour and health and safety issues.
- Supervise the set up and storage of equipment specifically related to lunchtime activities.
- Ensuring that all activities are carried out in accordance with our Equalities Policy.
- Ensuring the provision of good standards of physical and emotional care.
- Developing good relationships with children, teachers and lunchtime supervisors.
- Preparation of school hall for the dinner period – assisting with layout out of necessary furniture and receptacles to allow dinner period to be carried out efficiently.

- Working as a team to supervise children at play. This involves coverage of the site effectively securing the boundaries.
- During a 'wet' lunchtime ensure efficient supervision of the children in the classrooms that meet the needs to process the children through lunch (games, reading, drawing). Support children to tidy the class at the end of the lunch period and engage in safe indoor play with the children.
- The efficient handling of First Aid requirements. Passing on to qualified staff cases that require specific attention.
- Support expectations of positive behaviour and lunch time interaction by engaging and monitoring safe play through games with the children.
- Calmly intervene and deal with unacceptable problems, consistently and fairly according to agreed school policies.
- Support the needs of all pupils, including SEN.
- Meet the needs of all pupils, including high needs, supporting their social care e.g feeding, changing nappies, emotions.

## **Safeguarding Responsibilities:**

- To work in line with the schools safeguarding policies and procedures.
- Patrol playground, fences and gates – reporting any suspicious activities and/or children suspiciously entering and leaving the school grounds immediately to the supervisor.
- To record any safeguarding concerns on the electronic Safeguard system instantly.

## **Information Technology:**

- Be conversant with and use Information Technology facilities available within the department.
- Utilise information technology equipment in connection with the duties of the post.
- To use Safeguarding systems to record any concerns (safeguard /behaviour incidents).

## **Support for Colleagues:**

- Provide consistent and effective support for colleagues in line with the requirements and responsibilities of the role.
- Communicate openly and honestly with colleagues.
- Keep colleagues informed about aspects of work and schedule which may affect the support that can be offered to them.

## **Personal Development:**

- Maintain an up to date understanding of the requirements of the role and responsibilities.
- Undertake appraisal/performance review.
- Undertake agreed development actions conscientiously and within the required timescale.
- Make effective use of the development support available.

- Attending relevant training sessions and meetings related to the position

## **Health and Safety:**

- Follow health and safety regulations and guidelines when attending to pupils' hygiene, health and medical needs, including wetting, nappy changing and feeding support.
- Promptly report any problems in maintaining standards of health and hygiene to the SBM.

## **Customer Care:**

- Provide services that are fair and accessible to all, challenging existing practices that support the traditional culture and promote the Customer First proposition across the School.
- General Accountabilities and Responsibilities.
- This post carries a requirement to have a Disclosure and Barring (DBS) check for Children.
- Ensure compliance with appropriate legislation, Financial Rules and other requirements of the School Policies.
- Promote the development of a high-quality individual need led service, to comply at all times with the School's policies and procedures, particularly those regarding Data Protection, Equalities and Diversity and Health and Safety.
- Undertakes a proactive, committed approach towards the School's Value.
- Ensure compliance with and actively promote the School's Equalities and Diversity policies and strategies.
- Ensure compliance with and actively promote Health and Safety at work legislation alongside the School policies and procedures.
- Comply with the competencies and standard requisites agreed by the School as relevant to your post.
- Comply with the Data Protection Act (all employees of the School will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).
- Take responsibility for continuing self-development and participate in training and development activities.

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

Midday Play Assistant: ..... Date: .....

Headteacher: ..... Date: .....