



Cedarwood Primary School

Job Description

Senior Play Leader (Midday Supervisory Assistant)

Job Title	Senior Play Leader
Responsible to	Headteacher
Grade	3
Hours	10 hours per week, 39 weeks per annum (term time + non-pupil days)

Level Description

All duties will be carried out within recognised procedures or guidelines. The post holder will need to have knowledge of a range of organisation policies and procedures.

May include ad hoc duties, which require some initiative.

Will make day-to-day decisions about own workload, within a clear framework.

There will be some need to interpret information or situations to solve problems.

There may be some need to use analytical, judgemental, creative and developmental skills.

May oversee the work of others.

Manager is available for direction and guidance.

Main duties and responsibilities

1. To organise the Play Leader Team, including responsibility for creating and maintaining rotas and deploying Play Leaders to ensure that all areas are covered at lunchtime.
2. To act as the first point of contact for Play Leaders who are unable to attend work, record staff absences and cover duties accordingly.
3. To create a positive lunchtime experience for the children and provide advice and support to Play Leaders, consulting with the Headteacher or Senior Leadership Team as appropriate.
4. To implement the school behaviour policy and follow the behaviour blueprint by investing time to develop good relationships with pupils and encourage their kindness, respect and positive attitude. To deal with any issues which arise and communicate effectively with class teachers and other support staff.
5. To follow all school policies and directions from the Headteacher and Senior Management Team and support the Play Leader Team to do so.
6. To ensure that Play Leaders complete first aid and incident records in line with school procedures.

7. To organise the Play Leader Team and assist with preparing the dining hall for lunch and clearing away afterwards, including;
 - setting up and packing away dining furniture
 - wiping down tables and sweeping floors
 - organising cutlery, cups and water jugs
 - any other similar dining hall duties
8. Direct supervision of, and interaction with, pupils throughout the midday break (i.e. from the end of morning school until the start of the afternoon session) including;
 - calling classes to take their turn in the dining hall, ensuring that dietary requirements are noted and highlighted to the kitchen team.
 - organising and helping with play activities and games.
 - supervising children in designated areas, including outdoor areas, during the lunch break to ensure their welfare and safety.
 - assisting children in the dining hall with all aspects of dining to ensure that they eat a good lunch and have a positive experience, preparing them for their afternoon learning.
 - administration of basic first aid and caring for children who feel unwell, calling for assistance, reporting to the office team and/or passing information on to the class teachers as necessary.
9. Any other related duties as directed by the Headteacher.
10. The post holder should have an awareness of their responsibility for pupil welfare, safety and protection and must read and understand all relevant policies, including the Child Protection and Safeguarding Policy. Annual safeguarding training is mandatory for all members of the Cedarwood Team.

The duties of the post could vary from time to time resulting from new legislation or policy changes and in this case, appropriate training may be given to enable the post-holder to undertake this new/varied work. This job description will be reviewed regularly in consultation with the post holder.

The duties listed above are examples of duties at this level and other duties of a similar level/nature may be undertaken by individuals and are not excluded simply because they are not itemised.