

## Lunchtime Interactive Play Leaders - Job Description

**Responsible to:** Senior Midday Meals Supervisor/teachers

**Functional Links with:** Senior Midday Meals Supervisor/teachers **Resources:**  
Outside play equipment / indoor play equipment

### Main purpose of the job:

To be responsible for playing and interacting with pupils during the school lunchtime period.

To be responsible for the supervision of the health, safety and wellbeing of pupils during the school lunch time period.

### Major Duties and Responsibilities:

1. Undertaking supervision of and positively interacting with pupils across a range of settings including the dining hall, the outdoor and indoor play and leisure areas and across the school premises
2. To be proactive in promoting and engaging in positive interactions with pupils during the lunchtime supervision period which supports the development of pupil's social interaction
3. To manage behaviours positively upholding the school rules and using distraction and de-escalation strategies so that pupils can start their afternoon in a positive mood.
4. To ensure that communication with pupils is at their level and that appropriate resources are used to promote effective communication such as cards, symbols, signing, timers, 1 – 5 system.
5. Using the schools reporting methods to ensure that negative incidents are recorded and consequences followed through reporting to the senior mid-day supervisor and teachers as required.
6. Ensuring pupils are taught good manners and supporting the development of good eating skills
7. Ensuring that safety is a priority and this may include some cleaning and clearing up e.g. spillages and tables
8. Cleaning (if required) and putting away of dining room tables
9. Ensuring that any equipment used with pupils is safe and suitable.
9. Undertaking training specific to the post.

**Resources:** Outside play equipment/indoor play equipment.

### Job Activities

- Builds good relationships with pupils in order to promote pupils wellbeing
- Using knowledge and understanding of pupils with learning difficulties when dealing with conflict □  
Is creative in promoting play and social activities
- Uses initiative and common sense when undertaking activities across a range of settings and in all weathers
- Is a role model for pupils, communicating effectively, dressing appropriately and being respectful towards pupils at all times
- Is assertive and consistent in upholding the school rules especially in relation to health and safety
- Exercises judgement in reporting both verbally and in written form any concerns about behaviour or possible safety or security risks
- Is able to adhere to school policy and procedures in any contact with pupils and particularly with regard to rewards and sanctions for pupils, being familiar with the Schools staff Handbook, the schools Health and Safety policy and the Behaviour Management Policy

## Lunchtime Interactive Play Leader - Person Specification

	Essential
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working with or caring for children of relevant age.</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Basic understanding of child development and learning</li> <li>• Ability to self-evaluate learning needs and actively seek learning activities</li> <li>• Ability to relate well to children and adults</li> <li>• Work constructively as part of a team</li> <li>• Ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary</li> <li>• Ability to choose the right kind of vocabulary for the situation in hand without a great deal of hesitation</li> <li>• Ability to listen to customers and understand their needs</li> <li>• Ability to tailor your approach to each conversation to be appropriate to the customer, responding clearly with fine shades of meaning, even in complex situations.</li> <li>• Understands how to build good relationships with pupils who have under-developed social skills.</li> <li>• Can communicate clearly and simply with children and young people.</li> <li>• Has the ability to distract and de-escalate at times of conflict.</li> <li>• Knows how to keep pupils safe.</li> </ul>