



Grade : Scale 2

School : St. Andrew's CE Primary School

Reports to: Head of School/Senior Staff/Class teacher

Purpose of Job

In partnership with Senior Staff, design and organise appropriate games for pupils during the lunch time break.

Supervise, support and encourage all pupils to participate in activities ensuring their safety and well-being at all times.

Supervise and control activities, including the behaviour of pupils, while they are eating their meals during the lunch time period.

Duties

1. Assist in designing activities which will promote and reinforce children's confidence, team working abilities and independence through play.
2. Set up play equipment ready for pupils to participate in organised games during the lunch time period.
3. Check that pupils are wearing suitable clothing and footwear for these organised games and make sure that pupils have due regard to safety and good behaviour at all times.
4. Actively encourage pupils to have fun and participate in games making certain that they are adequately supervised at all times.
5. In the event of accidents, adhere to school procedures, escort children to the Welfare Room for immediate attention, in the event of any more serious injury.
6. Help to collect and store all play equipment, making sure any faulty apparatus is reported promptly to the appropriate member of staff.
7. Attend meetings and courses as requested by the Senior Leadership Team.
8. Any other duties required by the School Leadership Team within the scope of this post.



10. Carry out these duties with due regard to the school policies, procedures and priorities.

11. Indoor Duties

12. Control the dinner queue, making sure pupils queue in an orderly manner.

13. Supervise and control pupils' behaviour, whilst they are eating their meals.

14. Keep pupils out of corridors and classrooms when they should be outside and keep pupils occupied when they stay indoors

15. Deal with minor accidents in the dining hall and playground, reporting more serious incidents to the Welfare Assistant

16. Ensure that pupils do not leave the school premises, unless authorised to do so.

17. All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees working at this school are expected to share this commitment.

18. The postholder shall ensure the duties of the post are undertaken with due regard of the School's Health & Safety Policy and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.