



# CITY of SHEFFIELD

## JOB DESCRIPTION

<b>CHILDREN AND YOUNG PEOPLE'S DIRECTORATE</b>	<b>This authority / school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment</b>
<b>SCHOOL</b>	<b>ECCLESALL PRIMARY SCHOOL</b>
<b>POST TITLE</b>	<b>LUNCHTIME SUPERVISOR / PLAYLEADER</b>
<b>SALARY RANGE</b>	<b>GRADE 1 SCALE POINT 1-2, £17,364 - £17,711 PRO RATA</b>
<b>RESPONSIBLE TO</b>	<b>BUSINESS MANAGER</b>
<b>RESPONSIBLE FOR</b>	<b>CHILDREN DURING THE LUNCH TIME BREAK</b>
<b>HOLIDAY AND SICKNESS RELIEF</b>	<b>OTHER SUPERVISORY ASSISTANTS</b>
<b>PURPOSE OF JOB</b>	<b>TO SUPERVISE CHILDREN DURING THE LUNCH TIME BREAK</b>

## **JOB DESCRIPTION FOR POST OF:- PLAYLEADER / LUNCHTIME SUPERVISOR**

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

**The postholder must at all times carry out his/her duties and responsibilities within the spirit of City Council and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.**

To work as part of a team supervising pupils during the school lunch break, which includes attending to their welfare and domestic needs.

1. Supervision of pupils immediately before, during and after the mid-day meal. This includes provision for children who bring sandwiches.
2. Supervision of hand washing and toileting by pupils as deemed necessary by the Headteacher.
3. Supervision of pupils entry and exit from the dining area, including supervision of pupils during any journey or walk to the dining room.
4. Supervision of pupils in the playground and setting up equipment.
5. Guidance on table manners.
6. Assistance with clearing tables.
7. Assistance with washing down tables and resetting where required and when school meals staff are not available.
8. Setting up and removal of furniture when caretaker not available.
9. Taking such steps as necessary when children are sick. Attending to their needs when in distress and reporting the situation to a teacher.
10. To arrange for emergency treatment when required, eg calling for a teacher if there has been an accident.
11. Vigilant in the playground in recognising potential dangers and approaching unauthorised personnel who enter the school.
12. Undertake an agreed programme of training.

To undertake any other duties and responsibilities as may be determined after negotiation between management, the postholder and the appropriate trades unions.