**The Federation of Our Lady Queen of Martyrs, Esh Winning**

**& St Joseph’s, Ushaw Moor RC Primary Schools**

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*Living, loving and learning together, with our eyes focused on Jesus.*

**Our Lady Queen of Martyrs RC Primary School St Joseph’s RC Primary School**

**Durham Road Durham Road**

**Esh Winning Ushaw Moor**

**Durham Durham**

**DH7 9PA DH7 7LF**

**0191-3734343 0191-3730355**

**ourladyqueenofmartyrs@durhamlearning.net ushawmoorstjoseph@durhamlearning.net**

[**http://www.olqom.durham.sch.uk**](http://www.olqom.durham.sch.uk)[**http://www.ushawmoor-pri.durham.sch.uk**](http://www.ushawmoor-pri.durham.sch.uk)

**Job Description – Lunchtime Play Leader**

**Salary: Grade 2**

**Job Title: Play Leader**

It is expected that you will be a positive and committed member of the team across our Federation of schools, playing a full role in the personal and social development of the children of each school. We aim to provide stimulating, caring and happy environments in which children are equipped with the skills they need to become successful lifelong learners.

Your job description describes in general terms what you will be expected to undertake. However, the jobs or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

We are considering delivering the Outdoor Learning and Play Programme within our schools. This would allow children to have free play over a wide area of the school grounds. Therefore applicants should be prepared to lead in all weathers and engage in outdoor activities.

**Roles and responsibilities**:

**Ensure well-being of pupils**

* Supervise entry / exit into/from the dining hall by the pupils.
* Supervise washing of hands, where necessary.
* Assist Lunchtime supervisors during the meal service to ensure pupils eat their food.
* Clear up spillages during mealtime promptly.
* Supervise pupils in designated areas of the school (including playground or external spaces) during the lunchtime break and to ensure their safety, welfare and general conduct through appropriate application of the school’s policies and procedures.
* Establish safe and proper behaviour, by appropriate intervention or referral to senior staff, as appropriate, using Restorative Approaches.
* Identify and report any unauthorised visitors on school premises.
* Complete any relevant documentation required by the school in relation to incidents occurring during the lunchtime break period.
* Be aware of any special medical conditions.
* Take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.
* Report accidents or bumped heads to the class teacher and record in the accident book.

**Ensure stimulating resources are provided for, and are accessible to, all children**

* Lead, support and supervise the promotion of positive play at lunchtime.
* Lead on the setting up and organisation of equipment and resources for the children to use during playtime.
* Ensure that all equipment and resources are available, useable, fit for purpose and safe.
* Ensure resources are stored appropriately.
* Organise and maintain effective zoning of the playground, in order to cater for a wide variety of differing needs, creating a playground environment inclusive of all children.
* Discuss resources with the children and use their views to create development plans.
* Lead active games in the school hall during inclement weather.

**Provide support and training for other school staff or pupils as required**

* Organise and support pupil Play Leaders with their role
* Facilitate peer led play opportunities
* Provide suggestions for lunchtime supervisor activities and games

**Ensure play opportunities are created on a regular basis**

* Discuss and plan with pupils
* Implement planned activities
* Review activities to promote self evaluation and play development
* Ensure all pupils are engaged in meaningful activity and are not excluded
* Organise events where pupils who find positive behaviour choices challenging are engaged in meaningful activity
* Support the development of the school’s Behaviour Policy and ensure that it is implemented effectively.
* Liaise appropriately with other staff including class teachers and teaching assistants to exchange information regarding pupil needs and events which need reporting.
* Attend to the health, welfare and safety of the children during lunchtime adhering to the school Health and Safety policy and procedures at all times
* Report any concerns relating to child protection to the Designated Teacher or in her/his absence the Deputy Designated Teacher
* Hold a current First Aid certificate or be willing to do the necessary training to obtain one
* Maintain confidentiality at all times including implementing data protection policies
* Contribute positively to and support the overall aims and ethos of the school
* Set a good example in terms of dress, punctuality and attendance
* Be committed to your continuing professional development by attending relevant INSET or training courses relevant to the post
* Be prepared to attend occasional meetings for professional development and team liaison
* The post holder may undertake any other duties that are commensurate with the post.

You will be expected to work across the 4 – 11 years age range according to the needs of the school at any one time.

* This job description will be reviewed annually.