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**ST CHARLES RCVA PRIMARY SCHOOL, SPENNYMOOR**

**JOB DESCRIPTION – LUNCHTIME PLAY COORDINATOR Grade 2 Points 10-13**

**JOB PURPOSE**

To be responsible for the care and supervision of the children before and after meals, covering the full interval between the close of the morning sessions and the beginning of the afternoon session, in accordance with the Council’s policies and procedures. To be responsible for the supervision and delegation of staff to ensure effective play takes place for all children at lunch times.

**Key Duties and Responsibilities**

* Engaging children in effectively by providing challenging opportunities and modelling play.
* Lead lunchtime supervisors in providing effective play.
* Organise the setting up, checking and putting away of outdoor equipment and clothing.
* Ensure pupil maintain high standards of behaviour, reporting any cases of persistent misbehaviour, especially bullying, as appropriate.
* Supervision of children in designated areas ensuring good conduct in behaviour in accordance with the school’s behaviour policy.
* Perform basic first aid for minor incidents/accidents and maintain the first aid kits.
* Maintain accurate and relevant incident/accident records and report all head injuries.
* Attend any training courses relevant to the post ensuring continuous professional development.
* Present oneself as a role model to staff and pupils in speech, dress, behaviour and attitude.
* The post holder may be required to carry out any other duties that are commensurate with the post.

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**ST CHARLES RCVA PRIMARY SCHOOL, SPENNYMOOR**

**PERSON SPECIFICATION – LUNCHTIME PLAY COORDINATOR**

**The following qualities / skills are considered essential or desirable for the above post.**

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|  | **essential E /****desirable D** |
| Knowledge of basic first aid  | E |
| First aid certificate | D |
| Prior experience of supervising children | E |
| Excellent interpersonal communication skills | E |
| Basic oral and written communication skills  | E |
| Ability to work within a team | E |
| Ability to interact with children and adults in a friendly and professional manner | E |
| Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude | E |
| Self-motivated, reliable and hard working | E |
| Ability to work with minimal supervision | E |
| Commitment to delivering a high quality service and to continuous improvement | E |
| Experience of leading staff | D |