



Job Description

JOB TITLE: Opal Playleader / Midday Supervisor		GRADE: G2 Scale 3-6	
REPORTS TO: Headteacher/Midday Controller			
1.	PURPOSE OF ROLE: To be responsible for supervising pupils and the school's premises during the midday break to ensure that the break runs effectively and that the safety and welfare of pupils is maintained.		
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES		
	A	Supervision	
		<ul style="list-style-type: none"> - Supervise pupils in in the lunch area, playground and dinner hall - Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the class teacher - Monitor pupils who aren't engaging in play and feed back any concerns to class teachers 	
	B	Organisation	
		<ul style="list-style-type: none"> - Set up and put away the tables, chairs and other equipment needed for eating in the lunch area - Manage pupils' entrance and exit from the lunch area in an orderly manner - Clean up food and water spillages - Serve food ensuring the correct meals are given to the correct children with medical/dietary needs considered 	
	C	Health and safety	
		<ul style="list-style-type: none"> - Observe pupils and the environment and take action to minimise any identified health and safety risks - Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider - Record details of incidents in line with the school's reporting procedures - Be aware of and support pupils with medical/dietary needs - Promote the school's policy around healthy eating to pupils - Feedback concerns relating to pupils' health and safety to a senior member of staff 	
	D	Behaviour	

	<p>Consequences Child centred and impacts on activities during lunchtime period</p>
7.	<p>RESOURCES Little or no responsibility for pupil resources e.g. children's personal possessions Set up and put away the tables, chairs and other equipment needed for eating in the lunch area, requiring manual handling. Use of ICT for event logging.</p>
8.	<p>WORK ENVIRONMENT</p>
	<p>a) Work Demands Interruptions are intrinsic to the role but cause no major change to the overall task</p>
	<p>b) Physical Demands Moving handling furniture, assisting children to get lunch, cutlery, plates etc.</p>
	<p>c) Working Conditions Subject to a moderate amount of noise that is generally expected when working with a number of children. Carry out personal care and hygiene duties. Work in normal school environment sometimes in school grounds.</p>
	<p>d) Work Context The postholder may have limited exposure to abuse/aggression from pupils, parents and carers.</p>
9.	<p>KNOWLEDGE AND SKILLS No formal qualifications required. Demonstrable experience of appropriate interaction with children. Requirement to attend paid training outside of the normal contracted hours. i.e Inset days and twilights.</p>
10.	<p>GENERAL</p>
	<p>Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted.</p>
	<p>Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.</p>
	<p>Equal Opportunities - The postholder is required to carry out the duties in accordance with school Equal Opportunities policies.</p>
	<p>Health and Safety - The postholder is required to carry out the duties in accordance with school Health and Safety policies and procedures.</p>
	<p>All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.</p>

