

# The LETTA Trust

## EYFS Play Lead Job Description



<b>Salary grade:</b>	£15.83 p/h
<b>Hours:</b>	Casual; term time only
<b>Contract type:</b>	Casual
<b>Responsible to:</b>	Midday Team Leader

### Main purpose

- To ensure that the midday break is a safe, social and educational occasion for all pupils, putting their safety and happiness first always
- To promote children's enjoyment of lunchtimes, leading exciting and interesting playground activities, encouraging positive behaviours including kindness, consideration and fair play
- To provide appropriate support and supervision for pupils in play areas, classrooms and around the school premises

### Duties and responsibilities

- To supervise and support pupils during lunchtime in play areas, classrooms and around the school premises
- To relate to pupils calmly, firmly, fairly and with good humour, adopting positive behaviour management techniques & encouraging pupils to uphold the Stebon Way
- To liaise with teaching staff and leaders at the school regarding pupils' needs and behaviour
- To work cooperatively with staff to support all children at lunchtime, including those with special educational needs
- To maintain discretion and confidentiality with regards to all sensitive and personal information
- To participate in a weekly team meeting and regular training

### Job activities

- To assist with the maintenance of a safe, calm and orderly lunchtime for pupils
- To lead games and activities to engage pupils during lunchtimes, including during 'wet play'
- To ensure activities are set up in advance and packed away safely at the end of lunchtimes
- To support conflict resolution and help children to self regulate and understand their emotions
- To maintain vigilance and security in the school playground and at the perimeter fencing, reporting any concerns as appropriate
- To monitor the safe use of equipment for games and other activities during lunchtimes
- To take appropriate action in emergencies and summon assistance as required
- To ensure that any problems that occur during the lunch break, or are raised by pupils, are dealt with immediately and followed up where necessary, including with the class teacher and/or DSL
- To administer basic first aid, when necessary
- To report any safeguarding concerns in line with the school's safeguarding policy and guidelines

### Personal responsibilities

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- To respect the confidentiality of pupil information and respond sensitively to pupils' needs
- To be aware of the particular learning, physical and medical needs of the pupils you support
- To participate fully in the school's appraisal cycle, as specified in the school policy, meeting regularly with your line manager, ensuring that objectives for your development are set and met within the agreed time scale
- To attend relevant training and staff meetings as required; to demonstrate a willingness to learn and grow professionally
- To uphold a high standard of professionalism at all times

### General requirements

- To undertake any professional duties commensurate with the grade of the post
- To show commitment to the school, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination
- To maintain awareness of and comply with all relevant school policies – particularly any matters relating to confidentiality, safeguarding, health & safety or equal opportunities
- To bring enthusiasm and positivity to work every day

### Notes

- This is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out
- The job description may be amended at any time in consultation with the post holder

**Headteacher or line manager's signature:**

**Date:**

**Post holder's signature:**

**Date:**