

# Pickwick Academy Trust



## CORSHAM PRIMARY SCHOOL

### JOB DESCRIPTION

#### LUNCHTIME PLAYWORKER

#### JOB PURPOSE

Responsible under the direction of the Lunchtime Team Supervisor and the Head of School/Deputy Headteacher for maintaining the safety, welfare and conduct of pupils during the mid-day break periods and supporting the work of the Teachers' Personal Assistants.

#### MAIN DUTIES

- Supervision and behaviour management of pupils both inside and outside the school buildings.
- Undertaking classroom administrative tasks such as backing children's pictures, taking displays down, laminating work cards etc under the direction of a Teacher's Personal Assistant.
- Plan play-based activities for the pupils to engage in on the playground.

#### MAIN ACTIVITIES

- Supervision of pupils in the school hall during mealtimes - ensuring the hall tables are cleaned before and after the meal, stacking chairs as and when required; maintaining effective behaviour and control.
- Supervision of general conduct at all times - to include quiet and orderly movement round the school.
- Supervision of pupils in the playground, ensuring good standards of behaviour at all times.
- To respect equal opportunities and encourage good social behaviour and positive relations between pupils of different backgrounds
- Exercising vigilance in respect of health and safety - ensuring that no spillages are left in the classroom after mealtimes and reporting any unsafe practices to the Lunchtime Team Supervisor.
- In the case of an injured child - to assess the problem and call for the assistance of the Lunchtime Team Supervisor or delivering the pupil to the Medical Room for First Aid.

- To plan and prepare a weekly play activity which should be submitted to the Playworker Leader at the beginning of the week and evaluated at the end.
- To work in partnership with allocated year group teachers to support children who find lunch time difficult.
- Provide individual attention for the children where necessary.
- To respect the confidentiality of matters during the course of work - this must not be shared with anyone outside the workplace - even after the period of employment has ended.
- To assist Teachers' Personal Assistants in the preparation of displays and exhibitions of children's work.
- Assist the Teachers' Personal Assistants in cataloguing, stamping, and mending books plus other classroom resources.
- To undertake practical tasks (such as taking down classroom displays, backing pupils' pictures etc) as directed by the Teachers' Personal Assistants.
- To carry out any additional related duties as required by the Senior Headteacher/Head of School.

## **OTHER**

- The nature of the work requires the jobholder has undergone checks by the Disclosure and Barring Service and has the relevant level of Disclosure.
- The jobholder will be constantly standing and walking. Manual handling of tables and/or equipment is involved. Some of the work is undertaken outside. There will be background noise from pupils.
- The jobholder must demonstrate a commitment to safeguarding and promoting the welfare of children and young people.
- The jobholder has a responsibility to understand and abide by the obligations laid down in the school's Equal Opportunities Policy.
- The jobholder has a responsibility for their own health and safety and that of others who may be affected by their own omissions.
- You may be required to work across both the Pound Pill and Broadwood sites. This will require business travel on your personal car insurance.

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties periodically within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside the general scope of this grade of post will be with the consent of the post holder.

The job holder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures, working to and within School policies and procedures, including operational, financial, safeguarding, child protection as well as professional standards.

It is a feature of employment by The Academy Trust, that we may request you to work from an alternative location, this may include travelling to other Pickwick Academy Trust schools, as may reasonably be required for the performance of your duties in line with operational requirements. You also agree to travel on school/Trust business as required for the performance of your duties. This will require business travel on your personal car insurance.

At Pickwick Academy Trust we are committed to safeguarding children and promoting the welfare of children and young people and we require anyone joining our school to actively contribute to this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

Employee Name:..... Date.....

Employee Signature:.....

(Signed on behalf of Pickwick Academy Trust)

..... Print Name:.....

Job Title:..... Date:.....