

# **LONDON BOROUGH OF ENFIELD MERRYHILLS PRIMARY SCHOOL**

## **JOB DESCRIPTION**

Post Title: **Lunchtime Activity Leader**

Present Grade: **Scale 1**

Reports to: **HEADTEACHER/SENIOR LUNCHTIME ACTIVITY LEADER**

### **PURPOSE OF JOB**

Under the direction of Senior Staff initiate and organise appropriate activities for pupils during the lunchtime break. Supervise, support and encourage all pupils to participate in activities ensuring their safety and well-being at all times.

Supervise and control activities, including the behaviour of pupils, while they are eating their meals during the lunch time period.

### **DUTIES**

1. Set up play equipment ready for pupils to participate in organised activities and activities during the lunch time period and/or after school.
2. As directed, organise manageable groups of pupils ensuring children are selected appropriate to their capabilities, and when necessary, support on a one-to-one basis.
3. Check that pupils are wearing suitable clothing and footwear for these organised activities and make sure that pupils have due regard to safety and good behaviour at all times.
4. Actively encourage pupils to have fun and participate in activities making certain that they are adequately supervised at all times.
5. Work alongside other support staff in school in order to create a positive environment for all children at all times.
6. Deal with minor accidents in the dining hall and playground.
7. In the event of serious accidents inform the member of staff in the Welfare Room and request immediate attention.
8. Collect and store all play equipment making sure any faulty apparatus is reported to the appropriate member of staff.
9. Attend regular meetings and courses as requested by the Senior Management Team.
10. Any other duties required by the School Management Team within the scope of this post.
11. The post holder shall ensure the duties of the post are undertaken with due regard of the School's Health & Safety Policy.
12. Carry out duties with due regard to the School policies, procedures and priorities.
13. Control the lunch queue making sure pupils queue in an orderly manner.
14. Supervise and control pupil's behaviour whilst they are eating their meals.
15. Ensure pupils are where they should be at all times and keep pupils occupied when they stay indoors.
16. Ensure that pupils do not leave the school premises unless authorised to do so.

All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees working at this school are expected to share this commitment. An enhanced DBS is required for this post which will be processed by the school.