



JOB VACANCY
**Lunch Time Play Leader/
 Midday Supervisory Assistant
 (MSA)**

JOB TITLE: Lunch Time Play Leader/Midday Supervisory Assistant (MSA)		Fixed term post initially until December 2022 with the possibility of the contract being extended into 2023	
REPORTS TO: (Job Title):		School Business Manager	
DEPARTMENT: Schools		1 hour 30 minutes per day 3 days a week (Wednesday – Friday) initially with the possibility of additional hours/days (to be discussed at interview) Term time only	
SALARY:	Grade 2 £9.90 per hour	Closing Date: Interview:	29.9.22 30.9.22
1.	MAIN PURPOSE OF JOB To supervise and enhance the children’s enjoyment of lunchtime, and promote good behaviour, by organising and leading activities and teaching children how to engage in a variety of sporting activities. This will include setting up team games, encouraging appropriate use of equipment and promoting fair play.		
2.	CORE RESPONSIBILITIES, TASKS & DUTIES:		
i.	Be a positive role model for all pupils in behaviour, dress and communication.		
ii.	Ensuring good behaviour and a calm atmosphere. Dealing with any inappropriate behaviour that may occur by following the school behaviour system or calling for assistance, reporting incidents to class teacher/Headteacher according to the severity of incident.		
iv.	Implement appropriate school policies as agreed by the governors, in particular: Safeguarding, Health & Safety and Behaviour and our school Code of Conduct and complete relevant safeguarding training.		
v.	Supervision and control of the school exit points during lunch break to ensure children do not leave the playground without permission/authorisation.		
vi.	Supervision of pupils inside school premises when they are not allowed outside in inclement weather.		

vii.	To encourage a varied programme of activities as part of the lunchtime play. To organise and oversee the operation of the lunchtime play.
x	Direction of pupils to the playground and supervision of their activities and behaviour ensuring their safety and well being, providing emotional support where necessary. Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc. Occasionally participating in games. Discouraging any dangerous activities.
xi.	To be alert to unauthorised persons around the perimeter or entering the play areas and reporting any potentially suspicious behaviour/observations.
xii.	To ensure all play/sports equipment is safe for use and adequately supervised.
xiii.	To provide brief verbal reports on any issues that need following up or referring to teaching staff. To report any safeguarding concerns to the Designated Safeguarding Lead.
xiv.	To communicate with Sports Leads (pupils) and the School Council to ensure that children have their say in the activities available during lunchtime play.
xv	To refer children to trained staff to receive first aid at an appropriate level.
xvi	To take appropriate action in emergencies and summon assistance as required.
3.	<p>OTHER RELEVANT INFORMATION: Initially this position is a fixed term post. This post will be reviewed and the contract could be extended in December 2022. To apply for the post, please complete the application form which is available on our school website https://www.stocktonprimary.co.uk/ and email this to the Headteacher, Lorraine Atkinson, on head.stocktononforestprimary@york.gov.uk or send a copy into school.</p> <p>We follow safer recruitment practices and appointments are subject to an enhanced DBS check and 2 references. This post is subject to the Childcare (Disqualification) Regulations 2009 and as such shortlisted candidates will be asked to complete a Disqualification Declaration. Any information supplied will be discussed at interview.</p>