

**LONDON BOROUGH OF ENFIELD
PRINCE OF WALES PRIMARY SCHOOL
JOB DESCRIPTION**

POST TITLE : PLAYLEADER

RESPONSIBLE TO : SENIOR PLAYLEADERS AND SENIOR LEADERSHIP

PURPOSE

To supervise pupils during the school lunch break

To ensure the safety and well-being of pupils

To ensure that the school rules which apply to the lunch time period are followed

DUTIES

1. To control the dinner queue to ensure pupils behave in an orderly manner
2. To supervise pupils in the playground during lunchtime play with particular regard to safety and the school rules
3. To supervise pupils in the lunch halls ensuring they behave well and eat their meals
4. To ensure pupils do not take food out of the lunch halls
5. To keep pupils out of the school buildings when they should be outside
6. To deal with minor accidents in the lunch halls and playground, recording any accidents in the accident book
7. To record incidents of bad behaviour in the behaviour book or report more serious incidents to a senior member of staff
8. To keep children occupied during periods of wet weather when they spend the lunch break in the classroom
9. To ensure that pupils remain on site and to immediately report to a senior member of staff if a pupil leaves the site
10. To clear up after a child has been unwell following the set procedure
11. To work under the direction of the Senior Supervisory Assistants
12. Any other duties within the scope of the role as directed by the Senior leadership Team or Supervisors.
13. To always be punctual arriving with sufficient time to start your duty at the designated time
14. To be willing to undertake occasional training such as Child Protection
15. To ensure all duties are carried out with due regard to the school's Health and Safety policy and the Health and Safety at work act 1994.
16. To carry out all duties with due regard to the school's policies, procedures and priorities.