



# Lunchtime Play Facilitator

## Job Description

September 2023



## Job Description for Lunchtime Play Facilitator

<b>Date</b>	October 2019
<b>Family</b>	Personal & Social Wellbeing (School Based)
<b>Role Profile Level Number</b>	PSWSBL5
To support the provision of practical assistance and to ensure the safety, wellbeing and good conduct of individuals and groups of pupils including those with additional needs in a school or educational establishment	
<b>Preparation</b>	
Carry out basic preparation for routine day to day events and ensure work area is kept in good order with appropriate access for pupils and other users	Assigned tasks completed to set standards Area/food/activity ready for follow on work
<b>Supervision and Control of Pupils</b>	
Supervise and control pupil dining areas and playgrounds whilst in use, assisting and supervising pupils in accordance with school policies and procedures Plan, organise and engage in activities with pupils	Assistance to and supervision of pupils at meal times Addressing and reporting of any pupil misbehaviour Pupils safety and welfare Development of pupils' social skills and self- discipline
<b>Practical Assistance</b>	
Support the activity of pupils in the school environment including their welfare support and personal hygiene	Support for pupils Addressing and support of pupil health and welfare needs
<b>Cleaning and Tidying</b>	

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Carry out basic cleaning and clearing tasks to leave the work area clean and tidy.	Facility cleaning and tidying Rubbish cleared away Materials and equipment in place
<b>Security</b>	
Patrolling the playground to identify incidents, including dining areas and playgrounds and school gates, overseeing the behaviour and welfare of pupils	Security breaches and attempts at unauthorised access identified and reported Security points set Actual or attempted theft or damage recorded Relevant authorities notified promptly
<b>Resources</b>	
Prepare and use general equipment and materials as required	Correct use of material and equipment Material and equipment maintained in a safe condition and stored safely and tidily when not in use
<b>Records</b>	
Provide verbal and written record keeping to Head teacher/appropriate management and complete checklist reports as required.	Up to date information about pupils The relevant responsible authority is informed Pupils' changing needs are met within an appropriate elapsed time Maintenance of pupils' health and safety Pupil support based on up to date, accurate information

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<b>Nature of Contacts and Relationship (who and the nature of the communications)</b>
<p>Working directly with pupils under supervision and guidance</p> <p>Day to day routine contact with pupils and teachers</p> <p>Verbal reports and written reports for Senior Midday Supervisor</p>
<b>Working Environment Context (disruption, physical, disagreeable, health and safety aspects)</b>
<p>Predominantly in or around school premises</p> <p>May involve some working outside in inclement weather.</p> <p>May provide assistance with personal care and physical management</p> <p>May involve working with pupils with severe learning or physical difficulties</p>
<b>Procedural Context (creativity, discretion, impact)</b>
<p>Carry out duties according to instruction and standard procedure</p> <p>Refer non-standard situations to Head teacher or supervisor</p>
<b>Planning Requirement</b>
<p>Following an established plan for providing care and support to pupils</p> <p>Dealing with immediate situation</p>
<b>Key Facts and Figure Ranges (include likely size of any team managed)</b>
<p>Individuals, groups or classes</p>
<b>Skills, Knowledge and Qualifications</b>
<p>No formal qualifications necessary</p> <p>Induction training (up to 1 week) including policy, procedures and basic health and safety and personal care</p> <p>Ability to fill in forms and count and record information</p> <p>First Aid Training</p>
<b>Equipment Operated and Essential Skills</b>
<p>Knowledge of where to refer emergencies and non-standard cases</p> <p>May involve manoeuvring wheelchairs and assistive handling equipment</p> <p>May involve moving and handling equipment</p>

**Special Features:**

Post holders must comply with the Council's Equal Opportunities and Health and Safety Policies and the Data Protection 1998.

Any other duties appropriate to the grade of the post, subject to any reasonable adjustments under the Disability Discrimination Act.

Post holders will be required to demonstrate the behaviours and attributes that support Wolverhampton City Council and school's core values.

Post holders will be required to undertake Safeguarding Training and will be subject to an Enhanced DBS clearance