

Activity Team Leader– Grade: C Permanent

<p>Reporting to:</p>	<p style="text-align: center;">Head Teacher</p> <p>To work under the direct instruction of the Head Teacher in accordance with conditions of service for NJC staff. This job description is not an exhaustive list of duties and may be amended at any time, according to the changing priorities of the school as identified within the school's strategic improvement plan and in consultation with the post holder.</p>
<p>Job Purpose:</p>	<p>To efficiently lead and deploy play leaders/MTAs to make sure that lunchtime provision for all pupils is safe, positive and promotes activity and wellbeing. To work in partnership with the Kitchen Manager to support the overall smooth running of school lunches.</p>
<p>Key Core Duties:</p>	<p>Be responsible to the Deputy Head/Team Leader for the safety, welfare and conduct of pupils and of others on site during the lunchtime break.</p> <ul style="list-style-type: none"> · Implement and maintain a rota for the effective use of all MTAs/Activity leaders, to be reviewed and staff redeployed in the event of any absence in order to maintain appropriate supervision ratios. · Oversee and manage the outside play provision to include: <ul style="list-style-type: none"> • Daily organisation of play resources and rota of activities • Engage in outside activities with children • Termly organisation, clean and refresh of equipment • Training of Key Stage 2 child leader in supporting active lunchtimes <p>Wet play</p> <ul style="list-style-type: none"> · Oversee that wet play activities are provided for during wet lunchtimes and are stored away after use. · Termly check and organisation of wet play resources <p>Supervision:</p> <ul style="list-style-type: none"> · To supervise all areas, all outside areas and inside areas – corridors/library/toilet areas · To supervise children in classrooms during wet lunch times as per the rota. Pupils should not be left unsupervised in case of accidents. · To ensure that teaching areas are ready for the start of afternoon school.
<p>Working with others:</p>	<ul style="list-style-type: none"> · Daily check in with Kitchen Manager to ensure arrangements for lunch timings and staffing. · Report serious accidents and illness to duty Senior Leader/HT · Support the named first aider with first aid when required. · Liase with the duty Leader, Additional Needs Lead Practitioners for further support to ensure pupils are showing positive and expected behaviours. · Raise team concerns with SLT

Team Leadership:	<ul style="list-style-type: none"> · Daily meet and greet of team to share communication and support team ethos · Support the appointment and induction of MTAs/Play Leaders · Lead training and model expectations to Activity Leader
Professional Development:	<ul style="list-style-type: none"> · Take part in and keep updated training relevant to the role. To include: First Aid, Safeguarding, Active lunchtime play. · Attend and support meetings led by Team Leader/SLT ·
Support the School:	<ul style="list-style-type: none"> · Understanding and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person · Being aware of and supporting difference and ensuring all pupils have equal access to a safe and supportive lunchtime provision · Contributing to the overall ethos and aims of the school · To undertake other duties, as required by the Head Teacher, as appropriate to the grade of the post ·

I have read the above job description and agree with the terms.

Name: _____ (PRINT)

Signed: _____ Date: _____

