



# Wouldham All Saints Church of England Primary School

Worrall Drive, Wouldham, Rochester, Kent, ME1 3GE  
☎: 01634 861434 Email: office@wouldham.kent.sch.uk

Headteacher : *Mr Carl Fitter B-Ed(Hons) NPQH*

## Job Description and Accountability Statement

### Lunchtime Play Activity Leader

Date : September 2020

#### Purpose:

*To work under the direction of the Headteacher, and senior lunchtime workers to organise and manage supervision and activities for pupils during the school lunch period;*

#### Key Tasks :

- ☛ Provide care and support for pupils during the lunchtime period to ensure a positive experience is maintained.
- ☛ Organise activities to enrich high quality opportunities for all pupils.
- ☛ Manage behaviour in line with the school's Behaviour Policy.
- ☛ Operate, where applicable, a first aid service to deal with any accidents that occur safely and quickly.
- ☛ Any other reasonable activity that is required under the direction of the head teacher.

#### Accountability Statement :

The post holder will be accountable for...

The health, safety and welfare of pupils at lunchtime.  
Organisation of fun and safe activities for pupils.

#### Additional details :

The post holder will initially be tasked to complete 5 hours per week divided equally amongst each schoolday (term time only). 12:00am to 1:00pm  
The grade will be Kent Range 3.