

# Wiltshire Council

## School Support Staff

### Job Profile

<b>Reference :</b>	SCH041	<b>Grade B</b>
<b>Job Title :</b>	Lunchtime Play-worker/Classroom Technician	
<b>Main Job Purpose :</b>	Maintaining the safety, welfare and conduct of pupils during mid-day break periods and assisting teachers in the classrooms.	

#### Main Duties :

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1.	Supervise children in the playground, ensuring good standards of behaviour
2.	Supervise children in the school hall during mealtimes, keep tables clean, stack chairs, fold tables
3.	Plan and prepare a weekly play activity and evaluate at end of week
4.	Assess injured children and deliver to medical room when necessary
5.	Listen to and support children with their reading, one to one
6.	Take down and put up classroom displays, backing children's work, as requested
7.	Catalogue, stamp, mend, change books, and other classroom resources
8.	Perform clerical tasks such as laminating, sticking, cutting, filing, addressing envelopes etc.
9.	Photocopy documents using photocopier or Risograph

	Main Duties
10.	Choose a child to sit on "Table of the week"

Supervision and Management
The jobholder does not have regular supervisory responsibility for staff but may be required to assist in job familiarisation for new recruits.

Creativity and Innovation (i.e. Problem Solving)
The job involves planning play activities and informally counselling children in the playground.

Key Contacts and Relationships	Reason for Contact
Senior Lunchtime Play-worker	To check rotas and any daily events.
Lunchtime Team Leader	Discuss any problems, new ideas, children and school events.
Head Teacher	Discuss whole school activities, problems, improvements, staffing.

Decision Making
The jobholder makes decisions chosen from within clearly defined rules and procedures eg what action to take for poor behaviour on playground or inside, what playground activities - games, songs etc to run, checking injuries.

## **Resources**

The jobholder is required to use school resources with care but is not personally accountable for the security of physical or financial resources.

## **Working Environment**

The job involves some manual handling, crouching and stretching. Part of the working time is spent outside.

There is regular background noise from the pupils. The jobholder comes into contacts with pupils and parents/other visitors to the school.

## **Knowledge and Skills**

The job requires the skills to engage with children and to operate basic equipment such as a photocopier. A typical new employee would require a period of training to be fully competent in the main aspects of the job within the particular school's rules and procedures.