



Newton British Academy

Play area - Break Duty / Before, During & After school - Job Description

Academic Year 2022-2023

Job Purpose:

To ensure and oversee that a **safe environment is maintained** in and around the play areas, both before school, during break times and after school, while assisting in the orderly management of students.

Responsible to:

EYFS Coordinators / Deputy Head of Primary / Deputy Head of Secondary, Headteacher, Deputy Principal & Principal

Duties:

This job description describes in general terms the normal duties which the staff member will be expected to undertake. However, the job or duties described may vary or be amended from time to time, without changing the level of responsibility associated with the duty.

Staff on duty are expected:

1. To have full access to or be in possession of an official Duty Rota at all times. (displayed, filed or both).
2. To be aware of the area (s) within the school grounds/building where you are responsible for performing the duty.
3. To report **on time** for every duty you are responsible for performing and to wear a fluorescent tabard/whistle, where provided.
4. To, in case of absence from an assigned duty for any reason, arrange a suitable replacement member of staff and to inform the Coordinator or Team Leader of this arrangement.
5. To be **vigilant and proactive**, while moving around your assigned area and to give your full attention to monitoring student behaviour. **The welfare and safety of the students is your responsibility.**
6. To refrain from engaging in general conversation with colleagues or parents either in person or on mobile phones while performing an official duty. This excludes any communication deemed necessary in effectively performing the required duty.
7. To be vigilant and aware of inappropriate behaviour such as *littering, dangerous games, arguments that could result in fighting, kicking or playing with balls or objects that could cause injury, fighting, etc.* and to immediately respond appropriately.
8. To remain within the boundaries of your duty area for the **entire duration of your duty**, except in emergencies, such as responding to serious misconduct, or dealing with an injury, in which case a reliable student should be sent to report the matter to the nearest authority. **Under no circumstances is your duty area be left unstaffed for any part of the duration of your duty.**
9. If an incident occurs it is your responsibility to write a full and clear statements (including the date, time, witnesses, location, incident) including all events in a chronological order and forward it to your immediate line manager/ Head of School.
10. To assist in ushering students to their lines at the sound of the whistle/bell indicating the end of break/end of duty.

Name: _____ Signature _____ Date: ____/____/201

Form to be returned signed to **Head of Year /Deputy Head of Primary (Pastoral)**