



Play Area - Break Duty / Before, During & After School - Job Description 2021-2024 (To be reviewed annually)

Job Expectations:

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. Whilst also assisting in the orderly management of students.

Responsible to:

EYFS Coordinator / Deputy Head of Primary / Deputy Head of Secondary/ Head of School, Deputy Principal & Principal.

Duties:

This job description describes the expected duties which the staff member is expected to undertake. However, the job or duties described may vary or be amended as directed by the SMT/ SLT, 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 they 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. Too, in case of absence from an assigned duty for any reason, arrange a suitable replacement member of staff and to inform your Key Stage Coordinator and Deputy Head of Primary or Secondary (Pastoral) of this arrangement beforehand.
5. To be **vigilant**, while moving around your assigned area and to give your full attention to monitoring student behaviour.
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 to be left unstaffed for any part of the duration of your duty.**
9. To assist in ushering students to their lines at the sound of the whistle/bell indicating the end of break/end of duty.
10. **The personal and physical wellbeing of our students is always paramount in our thoughts/ actions. If a negative incident occurs i.e. a child is injured or their safety is compromised, staff are expected to complete an incident sheet on the day and submit to explain to SMT/ SLT what happened.**
11. **Any incident that occurs will then be fully investigated by SMT/ SLT.**
12. **Disciplinary action may be necessary if it is deemed that the member of staff in question has proved to be negligent or incompetent in their professional duties.**

Name: _____ Signature _____ Date: ____/____/2021

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