



CITY of SHEFFIELD

JOB DESCRIPTION

CHILDREN AND YOUNG PEOPLE'S DIRECTORATE	This authority / school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
SCHOOL	Greystones Primary School
POST TITLE	PLAY LEADER
ROLE PROFILE	LD2
JOB NUMBER	SCH/BP/LD/003
GRADE	2
RESPONSIBLE TO	Extended School Coordinator
RESPONSIBLE FOR	NOT APPLICABLE
HOLIDAY AND SICKNESS COVER	Colleagues
PURPOSE OF JOB	<p>Support pupils during after school club; taking a lead in developing positive behaviour amongst pupils; organise and lead play activities and maintain play equipment.</p> <p>Support and lead in developing children's positive play.</p>
RELEVANT QUALIFICATIONS	NVQ level 3 in a related childcare qualification or associated discipline

JOB DESCRIPTION FOR POST OF:- PLAY LEADER

SPECIFIC DUTIES AND RESPONSIBILITIES

The postholder must at all times carry out his/her duties and responsibilities within the spirit of City Council and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

- 1 Contributing to the development of a positive approach to after school play.
- 2 Providing support and counselling for children finding it difficult to cope in the playground or after school club setting.
- 3 Preparing games and activities in conjunction with other play leaders both outdoors and indoors.
- 4 Leading activities and participating in play activities with children.
- 5 Organising and maintaining play equipment, ensuring its safe storage.
- 6 Supporting colleagues in delivering play activities, and the preparation of snacks and drinks during the after school club session.
- 7 Attending staff meetings and staff development meetings when appropriate.
- 8 Maintaining records of pupil behaviour where necessary.
- 9 Establishing and maintaining relationships with other school staff and where appropriate with parents.
- 10 Participating in the school scheme of appraisal and performance management.
- 11 Undertaking any other duties and responsibilities after appropriate negotiations with the postholder and trade unions, which do not change the nature of this post.
- 12 To supervise the children during their outdoor / indoor play experience.
- 13 To supervise children in transition from outside / inside during inclement weather.

- 14 To ensure the standards of behaviour are maintained and comply with school behaviour policy.

Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with Sheffield City Council's Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

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