**Job details**

**Job title:** Beyond the Classroom Leader

**Salary:** Scale 4 Point 8

**Hours:** 35 hours a week, 52 weeks per annum

**Contract type:** Full time, permanent

**Reporting to:** The Senior Leadership Team

**Main purpose**

The Beyond the Classroom Leader will:

Promote pupils’ independence, self-esteem and social inclusion

Ensure pupils’ safety and welfare

Facilitate training for Teaching Assistants with Play Leader Responsibilities and Play Assistants

Promote active and healthy lifestyles by planning, timetabling, facilitating and resourcing a range of games, sport and activities at breaks and lunchtimes

Ensure that Teaching Assistants with Play Leader Responsibilities and Play Assistants are responsible for the quality of their interactions with pupils and other staff in the playgrounds, at breaks and lunchtimes only, providing feedback.

Engage with pupils in the playground at breaks and lunchtimes

Ensure staff and pupils follow end of break and lunch procedures, line up correctly and enter and move around the school building correctly

Provide a statistical analysis of the attendees of Malmesbury Mornings, Malmesbury Maximum and Malmesbury Magic and clubs – gender, ethnicity, FSM, pupil premium etc and report this to the Senior Leadership Team termly

Be responsible for organising the staffing, pupil attendance and overall quality of provision of Malmesbury Mornings, Malmesbury Maximum and Malmesbury Magic and clubs

Source outside organisations and individuals to work with pupils at lunchtimes and in after school clubs

Be responsible for the overall quality of provision at all breaks and lunchtimes across the school

Work with pupils one on one or in small groups to improve social skills, self-esteem, fitness and concentration whilst creating positive attitudes

**Duties and responsibilities**

**Teaching and learning**

Work with families, parents and carers to encourage positive engagement with the school

Provide information and support parents and carers to aid their child’s learning and development

Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities

Use effective behaviour management strategies consistently in line with the school’s policy and procedures

Support Class Teachers, Teaching Assistants with Play Leader Responsibilities and Play Assistants with maintaining good order and discipline among pupils, managing behaviour effectively using the school’s behaviour system to ensure a good and safe learning environment

Organise and manage the playgrounds, and spaces and resources used for Malmesbury Mornings, Malmesbury Maximum and Malmesbury Magic and clubs to help maintain a stimulating and safe learning environment

Observe pupil behaviour and emotional wellbeing and pass observations and feedback on to Class Teachers and the Senior Leadership Team

Converse with Teaching Assistants with Play Leader Responsibilities and Play Assistants daily about the playground based learning for the day and week ahead and to evaluate the day’s learning

Resource the playground at the beginning of the day and at the end of the day prepare for the following day

Organise and lead Playground Ambassadors, our team of pupils that help with organisation and tidying of the playground.

Undertake similar duties commensurate with the grade, provided that such duties are within the competency of the postholder

Undertake any other relevant duties given by the Senior Leadership Team

**Planning**

Contribute to record keeping and monitoring of work with children, parents, carers and families

Plan a variety of fun, engaging and healthy activities for all pupils at breaks and lunchtimes

Share these plans with Teaching Assistants with Play Leader Responsibilities and Play Assistants daily

Prepare the playground for breaks and lunchtimes

Plan how they will support the inclusion of pupils in the learning activities

Liaise with Magic Breakfast regarding the provision and delivery of food

**Working with colleagues and other relevant professionals**

Support parent teacher conferences and meetings when required

Liaise with a range of parenting, family learning and community services, as required

Gather information about local services for families and keep parents informed of new developments and on-going local community activities

Work collaboratively with the Class Teachers, Senior Leadership Team, Teaching Assistants with Play Leader Responsibilities and Play Assistants

Receive and act upon feedback

Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the Senior Leadership Team

Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision

Keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with

Understand their role in order to be able to work collaboratively with colleagues, including specialist advisory teachers

Collaborate and work with colleagues and other relevant professionals within and beyond the school

Develop effective professional relationships with colleagues

**Whole-school organisation, strategy and development**

Order food for Malmesbury Mornings, Malmesbury Maximum and Malmesbury Magic

Order new and replacement play equipment and resources for the playground and for Malmesbury Mornings, Malmesbury Maximum and Malmesbury Magic and clubs

Advertise with pupils and parents Malmesbury Mornings, Malmesbury Maximum and Malmesbury Magic and clubs

In the event of staff absence, provide staffing cover for Malmesbury Mornings, Malmesbury Maximum and Malmesbury Magic and clubs when required

Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures, so as to support the school’s values and vision

Make a positive contribution to the wider life and ethos of the school

Cover staff where necessary, in any class, room or year group required

Escort pupils around the school quietly and safely

Attend the weekly staff briefing and any other meetings within designated working hours

Accompany children and teachers on educational visits and trips during contracted hours

**Health and safety**

Promote the safety and wellbeing of pupils, and help to safeguard pupils’ well-being by following the requirements of Keeping Children Safe in Education and our school’s child protection policy

Look after children who are upset or have had accidents

Report all concerns and incidents on CPOMS

Promote healthy lifestyles and physical and mental wellbeing

Undertake Emergency First Aid at Work and Paediatric First Aid training

**Professional development**

Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness

Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

Undertake training in normal contractual hours to develop expertise and specialist skills

Actively participate in the school’s performance management scheme, meeting regularly with a line manager

Ensure that performance targets are set and met within agreed time scales

Visit other educational establishments, where directed, to observe and learn

Undertake other relevant training as identified with line manager at appraisal

**Personal and professional conduct**

Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school

Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality

Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community

Respect individual differences and cultural diversity

Positively support the school’s policies, initiatives and plans

**Beyond the Classroom Leader responsibilities**

Plan and facilitate games, sport and activities with pupils to improve the pupils’ health, fitness and wellbeing

Consistently engage with pupils in the playground at breaks and lunchtimes

Be a role model for all staff

Where relevant, make the link from the classroom to the playground and then back to the classroom, continuing and extending the pupils’ learning

Order new equipment and resources

Order and replace broken or lost equipment and resources

Contribute ideas for playground games, sports and activities

Feedback to the Teaching Assistants with Play Leader Responsibilities and Play Assistants on their performance at breaks and lunchtimes

Facilitate meetings with the Teaching Assistants with Play Leader Responsibilities and Play Assistants about playground provision

Create and introduce expectations and reward systems for lining up at the end of break and lunchtime and moving back into the school building

Be a role model for all pupils in behaviour, attitude and communication

Engage pupils in purposeful play and fitness activities

Teach the skills needed to play specific games and activities

Help support children with their personal, social and emotional development needs

Monitor the behaviour of children at all times in conjunction with the school’s policy on behaviour

To be aware of and ensure that the school’s anti-bullying policy is followed

Support and follow the school’s first aid procedures

Cover for Play Leaders when they are attending to a first aid issue

Organise and be part of the staff for Malmesbury Magic each half term and holiday break

Support the Medical and Home Reading Leader as required

The Beyond the Classroom Leader will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager.

**Person specification**

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| --- | --- |
| criteria | qualities |
| **Qualifications  and experience** | Experience of working with children |
| **Skills and knowledge** | Good literacy and numeracy skills  Good organisational skills  Ability to build effective working relationships with pupils and adults  Skills and expertise in understanding the needs of all pupils  Knowledge of how to help adapt and deliver support to meet individual needs  Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils  Excellent verbal communication skills  Active listening skills  The ability to remain calm in stressful situations  Knowledge of guidance and requirements around safeguarding children  Good ICT skills  Understanding of roles and responsibilities within a whole school context  Knowledge of how to support learners with SEND in accessing extra-curricular activities |
| **Personal qualities** | Enjoyment of working with children  Sensitivity and understanding, to help build good relationships with pupils  A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school  Commitment to maintaining confidentiality at all times  Commitment to safeguarding pupil’s wellbeing and equality  A commitment to ensuring that every child can be the best they can be daily  The ability to work as part of a team  The ability to communicate effectively with individuals and groups of children, teachers and other members of the school community  The ability to establish and maintain effective working relationships with teachers and other members of staff  The ability to accept guidance and direction from teachers  The ability to distinguish between the roles and responsibilities of the teaching assistant and the class teacher  The ability to keep written records and support the development of pupil’s literacy and numeracy skills with confidence  Awareness of how pupils learn and the various factors which affect their learning  Awareness of the need to show respect and value pupils as individuals  An understanding of and commitment to inclusive education  A willingness to undertake paid training in normal contractual hours to develop job related skills  A sympathetic approach to parents and an understanding of the needs for confidentiality  A commitment to the school and LEA Equal Opportunities Policy  Be prepared to work throughout the school with any age group  The ability to adapt to differing environments within the school and to the needs of different children  A commitment to respecting the confidentiality of pupil information and the ability to respond sensitively to pupils needs  Awareness of the particular learning and physical needs of the pupils you support  An understanding of and a commitment to the aims of the school  A passion for physical and mental health |

**Notes:**

This job description may be amended at any time in consultation with the postholder.

**Last review date:** 16th June 2021

**Next review date:** 16th June 2022

**Headteacher/line manager’s signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Postholder’s signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_