



Job Description
Extended Services Playleader
Job Grade: ME4

Responsible to: Extended Services Manager & Senior Leader with Responsibility for Extended Services

Responsible for: Safety, welfare and effective supervision of children in extended services provisions

Supervises: None

Contacts: The Head Teacher, other school staff, pupils and their parents, School Governors

Core purpose of the Extended Services Play Leader	As part of a team, secure the safety and welfare of pupils in extended services provisions (breakfast club, after school club and/or holiday club). This will involve effective supervision and care of pupils in and about the premises and site(s) of the school.
Responsibilities & Accountabilities	<p>Operational Delivery</p> <ul style="list-style-type: none"> ● To assist in the day to day running of the extended services provision consistently adhering to whole school policies and procedures. ● To prepare and maintain an exciting, purposeful, orderly, safe and supportive indoor and outdoor environment that encourages rich play. ● To plan, prepare and facilitate adult-led and child-initiated activities/experiences that follow children’s interests and are inclusive of all children’s needs. ● To continually evaluate and reflect on the quality of provision to ensure children’s enjoyment and wellbeing when setting up and delivering such activities. ● To support children with Special Educational Needs and Disabilities to have equal access to provision through inclusive strategies, in liaison with the child’s class teacher and SENCO. ● To ensure the safeguarding and wellbeing of all children, recording and reporting any incidents. ● To have due regard to all aspects of Health and Safety including first aid, medical and dietary requirements. ● Where appropriate, to provide personal care to a child, whilst at the same time encouraging their independence, as appropriate to the age of the child. ● Engage regularly with communication channels relating to operational delivery, the organisation of the provision and updates such as weekly briefing minutes, emails and Team meetings. ● To undertake any other duties as may be required from time to time to meet the needs of the pre/after school club. <p>Relationships</p> <ul style="list-style-type: none"> ● Promote positive values, attitudes and good behaviour, dealing promptly with conflict and incidents in line with school policies, and encourage children to take responsibility for their own behaviour. ● To ensure that each child’s personal, social, emotional and physical needs are fully met and their development is supported both as an individual and as a member of a group. ● To foster children’s independence and self-reliance.



	<ul style="list-style-type: none"> • To work closely with and provide feedback to parents on the wellbeing of their child as necessary on a regular basis. • To establish positive relationships with parents/carers, and encourage and value their views in the development of the setting. • Collaborate as part of the wider school team by contributing to and participating in whole school events.
Equal Opportunities	<ul style="list-style-type: none"> • To share the schools' responsibility for tackling racism and promoting good race, ethnic and community relations. Implementing Equality policies fully and actively working to overcome and prevent discrimination on the grounds of race, religion, gender, disability, sexuality and status.
Safeguarding	<ul style="list-style-type: none"> • To share the schools' and after school club's responsibility and commitment to safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the schools and Local Authority.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job title is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Special Conditions of Service:

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended.

Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

Signed Lisa Francis (Headteacher)

Date.....

Signed.....

Date.....