

Lunchtime Play Lead

Location	Totley Primary School (Sheffield)
Salary FTE	Grade 3 £24,790 to £25,183 FTE
Actual salary	£4,211 - £4,278 (with under five years' service)
Contract term	7.5 hours per week, 38 weeks per year, permanent
Responsible to	Headteacher
Start date	June 2025
Closing date	Midnight Tuesday 13 May 2025

Mercia Learning Trust

Mercia Learning Trust is a successful partnership of four primary and three secondary schools located in the south-west of Sheffield. Established in 2012, with one secondary school, our trust has grown to serving over 5000 pupils, with 650 staff.

Why do we exist?

- To empower everyone in our communities, especially the most disadvantaged, to succeed.

How do we behave?

- We are kind - showing care and supporting each other.
- We have integrity - doing the right thing and always putting children first.
- We work with diligence - overcoming obstacles and having no excuses.

What do we do?

- We run schools that focus on academic excellence, cultural capital and the development of character.

How will we succeed?

- A culture of excellence – high standards shaped by clarity, not control.
- Academic focus – empowering all children through an exceptional curriculum.
- Purposeful collaboration – relationships built on trust, reducing sub-optimisation and driving collective success.

Our staff are a crucial part of our trust, just like our pupils. We are devoted to recruiting, training, retaining and taking good care of our highly skilled and dedicated team.

Totley Primary School

Totley Primary School is a happy, thriving school providing high quality education both in the classroom and throughout a wide range of extra-curricular activities. We are very proud of our children and believe they should perform well academically and develop as people.

Our outstanding school covers the ages 4-11 and is two-form entry, accommodating approximately 425 children. The school is in the suburb of Totley in South Sheffield, on the edge of the Peak District.

The role

Totley Primary School has an exciting opportunity for a caring, enthusiastic and proactive individual to join our team as a Lunchtime Play Lead. This is a permanent, part-time role of 7.5 hours per week, working Monday to Friday from 11:45am to 1:15pm.

The successful candidate will help ensure the wellbeing, safety and engagement of pupils during lunchtime. This includes supervising play, supporting positive behaviour, and creating inclusive and stimulating play opportunities for all children. You'll manage resources, work alongside staff and pupils and play a key role in building a positive and welcoming playground environment.

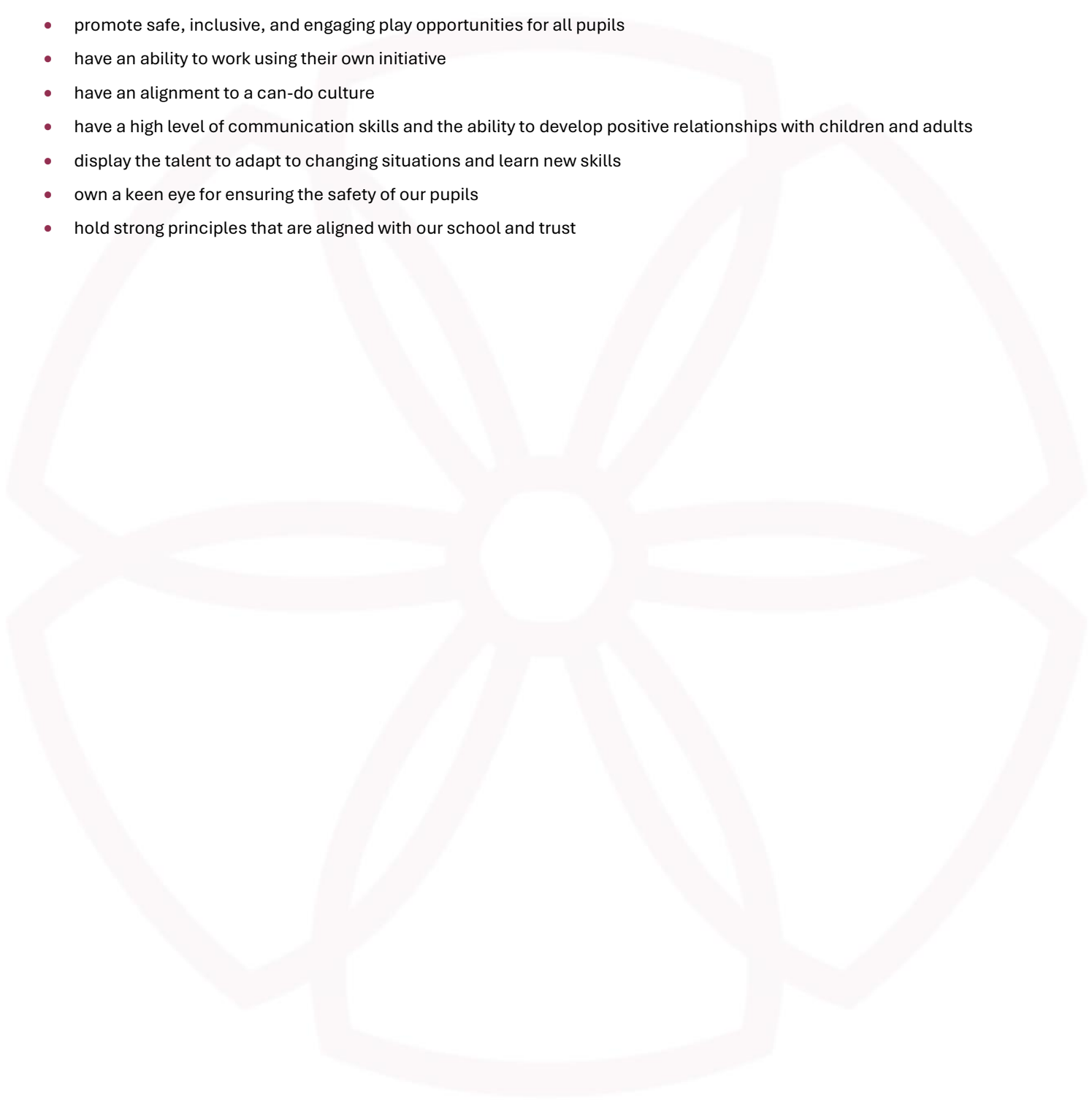
You may also support children with specific social, emotional or behavioural needs through play-based approaches that encourage connection and development.

If you are passionate about working with children, enjoy creative play, and want to make a meaningful impact in a supportive school community, we would love to hear from you.

The candidate

The right candidate will:

- demonstrate a genuine passion for supporting children's wellbeing and development
- promote safe, inclusive, and engaging play opportunities for all pupils
- have an ability to work using their own initiative
- have an alignment to a can-do culture
- have a high level of communication skills and the ability to develop positive relationships with children and adults
- display the talent to adapt to changing situations and learn new skills
- own a keen eye for ensuring the safety of our pupils
- hold strong principles that are aligned with our school and trust



Job description

Purpose

To empower everyone in our communities, especially the most disadvantaged, to succeed.

Key responsibilities

- Supervise pupils during break and lunchtime to ensure safety, wellbeing and appropriate behaviour in line with school policies.
- Intervene and manage behaviour issues as necessary, referring to senior staff when required.
- Monitor for unauthorised visitors and report any safeguarding concerns promptly.
- Be aware of pupils with medical needs and respond appropriately, including administering minor first aid and seeking further help where needed.
- Record and report incidents and accidents following school procedures.
- Ensure a wide range of engaging, inclusive play resources are available and accessible to all pupils.
- Regularly check equipment for quality and safety, repairing or removing items as necessary.
- Store resources safely and maintain an organised play environment.
- Plan and deliver enriching play activities and events in collaboration with pupils and staff.
- Provide play-based interventions for pupils needing support with behaviour or social engagement.
- Support and guide other staff and pupil volunteers (e.g. playmakers, playground buddies) to develop a positive play culture.
- Promote pupil voice and peer-led initiatives to enhance play experiences across the school.

General/other

- Attend and participate in relevant meetings and training as required.
- Contribute to the overall development of our school and Mercia Learning Trust, ensuring both operate because of shared and collective responsibility, including, contributing to trust partnership activities to drive school and trust improvement.
- All schools in Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- Be aware of and comply with the codes of conduct, regulations and policies of the school and its commitment to equal opportunities.
- Any other delegated roles as directed by the headteacher.

This job description is current at the date as shown, but in conjunction with the post holder, may be changed by the headteacher to reflect or anticipate changes in the role which are commensurate with the grade and job title.

Person specification

Role: Lunchtime Play Lead

Attributes	Essential	Desirable	Assessment
Qualifications and training	<ul style="list-style-type: none"> GCSE Grade C (or equivalent) in English and maths 	<ul style="list-style-type: none"> Level 2 Playwork/Teaching Assistant Qualification or Equivalent 	<ul style="list-style-type: none"> Application Interview References
Experience	<ul style="list-style-type: none"> Experience of working with young people and children, including those with special educational needs 	<ul style="list-style-type: none"> Experience working with children with SEND Experience in a school setting 	<ul style="list-style-type: none"> Application Interview References
Skills and knowledge	<ul style="list-style-type: none"> Has an awareness of pupils with special educational needs Basic understanding of child development and learning Ability to promote inclusive play Understanding of the importance of play in child development Ability to build positive relationships with children and staff Ability to work independently and as part of a team Can maintain trust and confidentiality where appropriate 	<ul style="list-style-type: none"> Knowledge of behaviour support strategies Familiarity with outdoor play environments and resources 	<ul style="list-style-type: none"> Application Interview References
Personal qualities	<ul style="list-style-type: none"> Flexible Honest and reliable Calm under pressure Patient Empathetic with young people Team player High personal and professional standards 		<ul style="list-style-type: none"> Application Interview References

How to apply

- All candidates must complete the following application process:
 - submit an application form via <https://www.eteach.com/careers/merciatrust>
- We do not accept CVs or council forms.
- After your application has been submitted:
 - in all cases written references will be taken up and made available to interviewers before the final selection stage
 - an email and/or letter will be sent to shortlisted candidates with details of the interview process
 - if you have not heard from us within two weeks of the closing date, please assume that, on this occasion, your application has been unsuccessful
- Further information:
 - Take a look at www.merciatrust.co.uk/careers for more on what it's like working for the trust, what we offer you, and what we're looking for
 - Should you require any additional information about the role or the school or would like an informal discussion or out of hours visit, please contact us on 0114 236 4482 or enquiries@totley.sheffield.sch.uk.
 - For more information about the application process, please email recruitment@merciatrust.co.uk

The closing date for applications is **Midnight Tuesday 13 May 2025**

Interviews to be held in the week commencing 19 May.

The small print

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

In accordance with DfE Keeping Children Safe in Education 2024, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

We are an equal opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact our recruitment team on 0114 349 4230.