**Job Description**

**Post Title: Play Leader**

**Location: Brackensdale Spencer Academy**

**Salary/Pay Range: NJC2, Currently £ 3,272.38 actual pay, per annum**

**Hours of work: 5 hours and 50 minutes per week**

**Reporting to: Operations Manager/Principal**

**Purpose of Role**

To lead and assist the play of children, assisting in their supervision both in the dining area, and in play areas, to ensure their orderly conduct, welfare and safety of pupils during their lunch break.

**Main Duties and Responsibilities**

* To work as part of the Midday Play Leader Team to cover all lunchtime daily tasks, this will include sessions outside and sessions in the dining hall.
* Work with the Midday Play team to ensure all children have access to exciting play opportunities every lunchtime.
* Facilitate play opportunities and act as an ambassador for play.
* Ensure that all our children have a safe site for play.
* Coordinate and communicate between play zones and the dining hall to ensure all children visit the dining hall and eat their lunch.
* Assist with putting out and putting away of play equipment/kit.
* Record and report incidents that occur during lunchtime- e.g. First Aid, behaviour, safeguarding and site issues.
* Assess and deliver first aid to pupils (if trained) and assist with first aid reporting.
* Coordinate and communicate with the Midday Play Leaders and the Catering team to ensure all children visit the dining hall in a scheduled manner, to minimise queueing and maximise playtime outside.
* Assist children at lunch, e.g. queueing, being seated, opening packets, spillages, disagreements, clearing plates and cutlery and encouraging good eating and social skills.
* Clear and clean the hall during service, e.g. spillages, assisting with waste food, trays and cutlery.
* Clean, pack down and store all dining hall furniture at the end of lunch.
* Offer care, advice and support for children during lunchtime.
* Contribute ideas and suggestions to improve the team practices and performance.
* Promote and safeguard the safety and welfare of children in accordance with School Child Protection and behaviour management policies.
* Support and uphold Brackensdale Spencer Academies values, our school rules and reward pupils with verbal praise for positive attitudes and behaviours.
* Attend periodic team meetings and or training for professional development.
* Assist with training new team members.

**Knowledge, Experience and Training**

* Previous experience of Play work or working with children highly desirable
* Knowledge and or understanding of the play work principals desirable.
* Previous first aid experience desirable (Basic First Training will be provided)
* Literacy and Numeracy: Ability to follow written guidance and procedures
* Verbal and written skills: Midday Team members will be required to record incidents swiftly and add to appropriate Academy records. Ability to give clear and verbal instructions to children and team members. Ability to follow correct protocol.

**Skills and Personal Attributes:**

* Enjoy working with young people (all ages in the Primary School range 3-11 years) including the children in our Enhanced Resource Area of the Academy.
* Positive and supportive attitude towards young people of all ages, abilities and backgrounds
* Confident in working with and able to influence and negotiate with children from Nursery (3 years old) to Year 6 (11 years old).
* Strong teamwork skills enjoy being part of a team, supportive, flexible and reliable.
* Practical , solutions driven
* Have a friendly, approachable and caring manner.
* Dependable, with good time keeping
* Willingness to try new things, work outside comfort zone and that “extra mile”.

**General**

* Work in a professional manner and with integrity and maintain confidentiality of records and information.
* Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
* Be aware and comply with all Academy Policies including in particular Health and Safety and Safeguarding.
* Participate in the Trust Appraisal process and undertake professional development as required
* Adhere to internal and external deadlines
* Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive; the post- holder may be required to carry out other duties as required by the Trust.

**The job description is to be reviewed annually and may be amended following consultation between the Principal and Post Holder.**

**Additional Information**

The Trust and its member academies are committed to promoting equality and diversity in both employment and education provision. We aim to ensure that students, parents, governors, employees, contractors, partners, clients and other stakeholders within the Trust community are treated fairly, and with dignity and respect regardless of Protected Characteristics.

**Spencer Academies Trust is a Disability Confident Committed Employer**

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

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