**Job Description**

**Post Title: Play Leader**

**Location: Brackensdale Spencer Academy**

**Salary/Pay Range: NJC2, Currently £ 3,026.09 actual pay, per annum**

**Hours of work: 5.83 hours per week**

**Reporting to: Operations Manager/Principal**

**Purpose of Role**

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

**Main Duties and Responsibilities**

Each Play Leader will be allocated areas and/or children for whom they will be responsible each

day. In this area, the Play Leader will be proactive in engaging children in a variety of games and

activities. This could vary from day to day on a rota basis. Although the area will be divided so

that each Play Leader looks after a specific group or area each day they must be prepared to

accept a variation if any emergency calls another Play Leader is away. A Play Leader may also be

allocated a specific child to support during the lunchtime break.

The main areas of work responsibility will be the dining room, the playground, the field or areas of

the school used during the dinner break, including areas where the children wait or queue for

their meal (and the classrooms when a ‘wet break’ determines that the period is spent indoors). A

high standard of behaviour is required from the children and it is important that this should be

maintained throughout the dinner period which should be a happy and fun time for all! The Play

Leader must act as a responsible, caring adult with the health, safety, and welfare of the children

always in mind; must show conduct which commands respect; and must see that the children

behave at all times sensibly and quietly. A Play Leader would benefit from having previous

experience in delivering sporting or active play for children.

The Play Leader must be aware of how to get access to the first aid equipment, the telephone,

and be aware of the First Aid procedures, emergency evacuation procedures, and safeguarding

policies.

**Duties:**

These will be allocated by the Operations Manager, Principal and Safeguarding in accordance with the scheme of Midday Supervision for the school and will include

* The safe supervision of pupils in the dining areas and the outdoor areas.
* Leading a variety of play in the outdoor areas to ensure that children have a physically

active and fun play-time.

* Ensuring that children are engaged happily during the lunchtime break with a variety of

games and activities to choose from.

* To supervise the movement of pupils to and from dining areas.
* To maintain good order in dining areas.
* To assist pupils, where necessary, with the collection of food and return of trays, or other

items to the service counter.

* To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other

aspects of the midday meal.

* To assist in the clearance of any spillages and wiping down, clearing or resetting of tables, as appropriate.
* To assist in the setting up and removal of furniture where necessary.
* Attending weekly Play Leader meetings to share good practice and reflect on the week.
* Supervising and supporting children on a one-to-one basis where necessary.
* Ensure that dining areas and tables are left clean and tidy.
* Ensure high standards of beautiful behaviour are maintained inside and outside of the

dining area.

* Supervising children in classrooms in bad weather.
* Attending training opportunities as necessary (i.e. First Aid, Safeguarding).
* Setting up and clearing away the tables and equipment in the dining hall, working in

collaboration with the catering team.

* Undertaking any other duties which may reasonably be regarded as within the nature of

the duties and responsibilities/grade of the post as defined, subject to the proviso that

normally any changes of a permanent nature shall be incorporated into the job description

in specific terms.

**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 of and comply with all Trust policies including in particular Health and Safety and

Safeguarding.

* Participate in the Trust Appraisal process and undertake professional development as

required.

* Adhere to all 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.

**Additional Information**

**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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