

## **Play Leader**

### **Job Description**

#### **Grade: GR2**

#### **1. Job Purpose**

- 1.1** To develop and work alongside school OPAL (open play and learning) team; organising and supervising staff working during the playtimes and lunchtimes, so as to ensure the safety, general welfare and proper conduct of pupils during these periods.
- 1.2** To organise and supervise a range of appropriate play activities for pupils to ensure that these times are an enjoyable experience for all children.

#### **2. Key Responsibilities**

- 2.1** Organise and set up equipment on a daily basis for lunchtime outdoor play.
  - 2.2** Organise the communication between playgrounds and the dining hall to ensure all children eat their lunch and that queuing is minimised.
  - 2.3** Promote and safeguard the safety and welfare of children in accordance with school child protection and behaviour management policies. Ensure that the play team record and report incidents that occur during lunchtime eg site issues, behaviour, first aid in accordance with these policies.
  - 2.4** Support and uphold the school's values systems including rewards for positive attitudes and behaviours and sanctions for negative ones.
  - 2.5** Offer care, support and advice for children during lunchtimes.
  - 2.6** Plan and organise termly planning and development play team meetings.
  - 2.7** Induct and train members of the play team and monitor their performance through the school's performance management process.
  - 2.8** Identify and recommend solutions to issues of an operational or organisational nature to the Deputy Headteacher or Headteacher as appropriate.
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- 2.9** Any other duties as commensurate within the grade in order to ensure the smooth running of the school

This job description sets out the principal responsibilities for the post but does not describe each of the tasks that it may be necessary to carry out. Duties may change from time to time without changing the character of the post or the level of responsibility.

Whilst the school hours are set it is inevitable that other duties will be required from time to time. The postholder should be willing to work flexibly to deal with such eventualities.

### **3. Supervision Received**

**3.1** Supervising Officer's Job Title:

**3.2** Level of supervision:

- ~~1. Regularly supervised with work checked by supervisor~~
2. Left to work within established guidelines subject to scrutiny by supervisor
3. Plan own work to ensure the meeting of defined objectives

### **4. Supervision Given** (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

### **5. Special Conditions**

**5.1** None

### **Person Specification**

### **Method of Assessment (MOA)**

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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<b>Criteria</b>	<b>Essential</b>	<b>MOA</b>
<b>Education/Qualifications</b> NB: Full regard must be paid to overseas qualifications.		AF/C
<b>Experience</b> Relevant work and other experience		AF/I
<b>Skills &amp; Ability</b> e.g. written communication skills, dealing with the public etc.	*An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <b>Part 7 of the Immigration Act 2016</b>	AF/I/T
<b>Training</b>		AF/C
<b>Other</b>		

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

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Date:

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