

CHANCERY EDUCATION TRUST

Job Description & Person Specification

Chancery Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Title:	Lunchtime Playleader
Line Management:	Executive Headteacher/Headteacher/Head of School/Senior Playleader

Key Functional relationships
<ul style="list-style-type: none">• CEO• Executive Headteacher/Headteacher/Head of School and Strategic Leadership and Management Team• Assistant Headteacher (Pastoral)• Senior Playleader• All Teaching and Support Staff• Students and Parents• Local Governing Board• Consultants and Advisors• External Bodies

Generic Responsibilities
<ul style="list-style-type: none">• To commit to the Trust aims for safeguarding and promoting the welfare of children and young people• To work with the leadership team and all staff to establish a thriving, high achieving learning community• To work collaboratively in order to renew, develop and share the vision for the Academy/School and the Learning Community• To be committed to continuous professional development relevant to the post including national development and personal training, needs supporting future career development• To exhibit professional attitudes and encourage professional attitudes amongst all staff• To contribute, at the appropriate level, to the development, monitoring, evaluation and review of the Academy/School's work• To attend relevant meetings and to attend committees or working parties at whole Academy/School level, when required• To encourage and foster active and constructive links with parents and members of the wider community• To develop and maintain effective and positive working relationships with all partners and community organisations• To promote and support the extra-curricular provision• To commit to race and gender equality and opportunities for all• To be aware of, adhere to and promote policies, procedures and codes of conduct ensuring you adhere to updates and amendments• The willingness and ability to be deployed in any Academy/School within the Trust as the need arises• To undertake any other duties commensurate with the post, as directed• To uphold standards in public life

G.S.S. JD/PS Lunchtime Playleader

Updated September 2023

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Shared Responsibilities

- To be responsible for pupils during the lunch period, whether on the playground in dry weather or in the classrooms in wet weather
- To collect and bring children to the dining hall for lunch whilst maintaining acceptable levels of behaviour
- To supervise in the dining hall to ensure positive behaviour and pupil safety
- To deal effectively and consistently with behaviour issues at lunchtimes according to school policy
- To ensure the health and safety of pupils throughout the lunchtime period, both on the playground and within the school building. To monitor behaviour to ensure safe and sensible play
- To be a positive role model and deliver creative playground activities within a positive and fun environment, therefore motivating and encouraging children to participate in sport or physical activity
- To be able to work as part of a team with the lunchtime staff and liaise where necessary with members of the Senior Leadership Team
- To attend regular meetings with key partners as and when necessary
- Contribute to the overall ethos/work/aims of the trust and be aware of and support diversity and ensure equal opportunities for all.
- Participate in training and other learning activities and performance development as required and be able to recognise strengths and share areas of expertise and skills with others and advise as appropriate.
- To undertake and actively pursue training requirements by making appropriate requests for specific and relevant training to ensure and sustain appropriate levels of expertise and commensurate competencies

Specific Responsibilities

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

- To co-ordinate, as part of a team, an organised lunchtime session
- To ensure the safety and wellbeing of pupils at lunchtime
- To supervise creative, physical lunchtime activities/sports
- To be a positive role model and deliver creative playground activities within a positive and fun environment, therefore motivating and encouraging children to participate in sport or physical activity
- Monitor behaviour to ensure safe and sensible play, both on the playground and within the school building
- To deal effectively and consistently with behaviour issues at lunchtimes according to school policy

Notes

The above responsibilities are subject to:

- This Job description can be amended at any time after consultation between the post holder and the Executive Headteacher/Headteacher/Head of School/Principal
- It is likely that the responsibilities above could change as the strategic leadership and management team develops

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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Person Specification

Key Areas of Forest School Lead	Essential Attributes	Desirable Attributes
Qualifications	<ul style="list-style-type: none"> • Knowledge and experience of children • Enhanced DBS check 	Relevant Child Protection Valid DBS certification First Aid qualification
Key Competencies	<ul style="list-style-type: none"> • Working with children 	
Skills & Experience	<ul style="list-style-type: none"> • Have previous experience with working with children in organised groups within a school environment, eg. school trips 	Good level of Literacy, Numeracy and IT skills
Personal qualities	<ul style="list-style-type: none"> • Excellent planning and organisational skills • High levels of drive and energy • High levels of communication interpersonal skills • Enthusiastic and be self-motivated with a passion of engaging young people through engagement • Have an approachable and friendly manner and positive attitude • Reliable with strong time management • Ability to set and achieve realistic goals children • Ability to support, motivate and inspire others • Sense of humour, good listener, positive outlook • Ability to impose calm • Ability to work as part of a team • To uphold standards in public 	
Professional knowledge and understanding	<ul style="list-style-type: none"> • Commitment to continuous professional development and willingness to undertake training where necessary. • Ability to work efficiently on own initiative, under pressure and maintain a high standard of work. • Confident with a high degree of motivation. • Commitment to equal opportunities. • A flexible attitude to working. • Maintain appropriate levels of confidentiality with regards to school business 	

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