

Job Description

Post Title:	Play Leader
Location:	Millside Spencer Academy
Salary/Pay Range:	NJC2
Hours of work:	<i>8 hours per week</i>
Reporting to:	Office Administrator/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 Senior Midday Supervisor and Safeguarding and Welfare Lead Practitioner in accordance with scheme of Midday Supervision for the school and will include assisting with:

- 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.

Person Specification

	Essential	Desirable
Qualifications and experience		
Good literacy and numeracy skills gained from general education or equivalent	√	
Experience necessary to undertake the full range of supervisory duties e.g., supervision & support of pupils in the dining & play area, cleaning of tables in dining area, provide breakfast to pupils,	√	
Previous experience working in an educational environment		√
Previous experience of delivering sporting or active play involving children		√
Knowledge and skills		
Ability to work calmly under pressure	√	
Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.	√	
Open, honest and an active listener.		
Takes responsibility and accountability.	√	
Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.	√	
Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.	√	
Is committed to the provision and improvement of quality service provision.	√	
Is adaptable to change/embraces and welcomes change.	√	
Acts with pace and urgency being energetic, enthusiastic and decisive.	√	
Communicates effectively.	√	
Ability to work collaboratively with others	√	
Awareness of children with special educational needs (dietary, emotional, physical)		√

Awareness of pupils on special or restricted diets for medical reasons		√
Personal qualities		
Excellent interpersonal skills with the ability to maintain strict confidentiality	√	
A diplomatic and patient approach	√	
Able to follow direction and work in collaboration with the Play Leader team	√	
Able to work flexibly, adopt a hands on approach and respond to unplanned situations	√	
Has the ability to learn from experiences and challenges.	√	
Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	√	
Commitment to the highest standards of child protection and safeguarding Recognition of the importance of personal responsibility for health and safety Commitment to the Trust's ethos, aims and whole community.	√	
Committed to flexible working practices and willingness to go that "extra mile"	√	
August 2016 Responsible for promoting and safeguarding the welfare of children and young persons for whom you are responsible or come into contact with.	√	
Not barred from working with children	√	