



Lunch Time Play Leader

Salary:

£10.37 - £10.78 per hour
(£3,046 to £3,169 actual per annum)

Contract Details:

Permanent, 7.5 hours per week, term time

Closing Date:

5pm on Tuesday 30th November 2021

Start Date:

January 2022



Letter from the Head of School

Dear Applicant,

Thank you for your interest in joining Victoria Primary School's dedicated and supportive staff team. The successful candidate will be a valued member of our permanent team, supporting children aged 4 to 11 to have fun and play well during their lunch break. Those with more experience and those looking to try something new are equally welcome to apply.

Victoria Primary School is an inner-city academy situated in The Meadows area of Nottingham, conveniently located on the city's tram network and just over 1 mile from both Nottingham Railway Station and the A52 trunk road, giving easy access from within and beyond Nottingham city. The school accommodates 345 primary pupils and 26 in Nursery.

Our catchment area is the western edge of The Meadows estate. Our pupil population is both diverse and strongly cohesive. Our families could be from England, Poland, Sudan, Romania, Kurdistan or India – but all are proud to be from Victoria Primary. Our pupils are regularly bi- or tri-lingual – but all speak the language of our school motto “Work hard – Be kind”. First-time visitors to our school are always surprised to walk into a calm and friendly environment where orderly, learning-focused classrooms are the norm and children's behaviour is good.

The ethos of the school is centred upon the motto “Work hard – Be kind”. This motto epitomises the entire staffs' genuine commitment to coupling high academic expectation and achievement with a whole-team dedication to pupils' spiritual, moral, social and cultural development. We have a set of “Work Hard” values that we teach directly to ensure our pupils consciously become the best learners they can be. Our ‘School Rules’ are written as “Be Kind” values; these give our pupils ‘ways of being’ rather than ‘rules to follow’. Our pupils have high potential and respond well to the wide variety of learning opportunities presented to them.

Our school leaders believe that Victoria Primary School is a place of professional learning where the development of staff is the key to securing the best outcomes for our learners. Staff appraisal systems are built upon the premise that applied continuous professional development and learning is the marker of career progression. To that end, all assistants are able to access personalised coaching, team-led action research and focused in-service training.

The staff team is made up of dedicated and highly skilled teams. Our Education Team consists of class teachers and professional teaching assistants who are focused on excellence in teaching and learning. A Pastoral Team consisting of SENCO, SEND care assistants, family support worker, counsellor, trauma & attachment assistant and an NHS mental health practitioner, support the Education Team in ensuring that children are ready to learn. A business manager, administrative and site staff ensure the smooth running of the school. In addition, midday supervisors and a play leader support teaching assistants in caring for the children at lunchtime, when cooked meals are served from our on-site kitchen under the separate management of an external catering company. An Executive Head Teacher from our Trust supports the school Senior Leadership Team, consisting the Head of School, Deputy Head, and two Assistant Heads, all of whom facilitate our comprehensive CPDL programme as well as providing cover teaching across school.



The school grounds consist of a recently modernised 1960s brick constructed building housing Years 2 and 3, our Nursery, specialist SEN provision, traditional school hall, kitchen and ICT Suite; two 21st century-built teaching blocks housing Years 4 to 6 and Reception – Year 1, a sports hall; astroturf; play areas; forest schools area and allotment.

Victoria Primary School is a sponsored academy, operated by the Nova Education Trust. Nova is a dynamic and growing Multi Academy Trust based in the East Midlands. Our Trust is committed to providing high quality education to all pupils, regardless of their backgrounds. The Trust has core values which are central to developing a positive ethos throughout our group of schools. This approach is focused on securing success for all our learners and providing them with the very best life opportunities. For all staff, pupils and the wider community, the Trust promotes trust, integrity, mutual respect, empathy and self-improvement. The Nova Education Trust believes that nothing is more important than making a difference to children.

Visits to our school are encouraged and warmly welcomed by appointment. We very much hope that after finding out more about the school that you will feel encouraged to join our dedicated and supportive team.

I look forward to receiving your application by 17.00 on Thursday 27th November 2021 through the online form detailed below.

Mr Russell Gray
Head of School



Application Details

Thank you for your interest in the Teaching Assistant vacancy at Victoria Primary School. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

How to Apply

Should you wish to apply for the post, please complete an online application form and include a covering letter addressed to Mr Gray, which clearly demonstrates your suitability for this role.

The online application form for this role is located on the current vacancies page of the school website www.victoriaprimarieschool.org.uk . Wherever possible, please provide email addresses for your referees.

Closing Date

Please ensure your application arrives by 5pm on Tuesday 30th November 2021.

Interview:

Interviews for the role will be held in the week following the closing date.

If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

Victoria Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. All posts in Nova Education Trust schools are subject to an enhanced Disclosure and Barring Service check.



Job Description

Name of Postholder: Play Leader

Responsible to: Lunchtime Manager / Family Support Worker

Date of Issue:

This job description identifies our expectations of play leaders at Victoria Primary School.

You are required to carry out your duties in line with the stated ethos and principles of the school.

Directed time:

This Job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them.

PART A

GRADE: 1

1. JOB PURPOSE

Under the general direction of the Lunchtime Manager, the Playleader will be responsible for supervising and providing a stimulating play environment for children. The Playleader may be asked to devise and deliver play activities appropriate to the age and individual needs of children and which reflect and maintain the Playwork Principles.

2. MAIN DUTIES

- a. To devise and deliver a programme of activities which contributes to the day to day care, welfare and safety of children whilst in the school setting.
- b. To be aware of the names of children and to take account of children's needs when devising a programme of activities.
- c. To make the necessary preparations e.g. setting up the resources/space, preparing play activities and so forth appropriate for the age of child. Ensuring a diverse range of playable resources are provided for, and are accessible to, all children
- d. Ensure resources are stored appropriately.
- e. Check the quality and condition of resources and repair or remove any resources that are not of a suitable condition
- f. Complete any relevant documentation required by the school in relation to incidents occurring during the lunchtime break period and to participate in review/medical meetings, as required.
- g. Be aware of any special medical conditions, e.g., Haemophilia, and the relevant precautions and treatments necessary.
- h. Take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.



- i. Report any major accidents or bumped heads to the class teacher and record in the appropriate manner.
- j. To be aware of Child Protection procedures, to understand the necessary protocols and to communicate any concerns immediately to the designated safeguarding leads.
- k. To be aware of the school's policies on Behaviour, Health and Safety, Inclusion, Employment, Complaints etc. and to incorporate these into everyday practice.
- l. To provide the Lunchtime Manager with feedback or reports etc. as reasonably requested.
- m. To attend team meetings and training opportunities - this will contribute to the Playleader's professional development.
- n. To be responsible for any other activities considered to be commensurate with the role and responsibilities of the post.
- o. The post holder will be expected to act as an adult role model and support school policies when dealing with students or visitors to the school.

3. JOB CONTEXT

The post holder will work under the general direction of the Lunchtime Manager. The Play Leader is directed by the SLT / Governing Body who will take the lead on the strategic direction of the school setting, its philosophy and its vision.

The post holder will have an important role in working with the children; leading a programme of activities which is appropriate to the age and needs for the children in his/her care.

4. SUPERVISION AND WORK PLANNING

The Playleader will not be required to supervise staff within the setting, but will need to work with others on planning activities for the children. It will be incumbent on the Playleader to supervise children at all times. Please note: this supervision maybe at some distance depending on the School's Policy.

5. PROBLEMS AND DECISIONS

The Playleader will be required to resolve day to day issues of a practical or routine nature amongst the children but issues of an operational or organisational nature should be referred to the Lunchtime Manager.

6. KNOWLEDGE, EXPERIENCE AND TRAINING

The post holder will be expected to have experience of working in a school setting in either a voluntary or paid capacity. In addition, the post holder would need to be able to demonstrate that they have the knowledge, experience and ability to do the job and satisfy an enhanced disclosure with the Disclosure and Barring Service. Knowledge of Child



Protection procedures is essential to this post and a qualification in First Aid would be desirable.

7. PHYSICAL EFFORT AND/OR STRAIN

Working with children is demanding and requires stamina and resourcefulness. This post will require physical effort, such as playing vigorous games with children.

8. WORKING ENVIRONMENT

The working environment will be part or all of the school premises or accommodation selected by the school.

9. EQUIPMENT

The use of equipment is not a key feature of this post. The post holder would benefit from being competent in the use of computers and other equipment which might have interest value for children.

10. GENERAL

This job description only contains the principal accountabilities relating to this post and does not describe in detail all the tasks required to carry them out.

Duties may vary from time to time without changing the character of the post or the level of responsibility.

The job description may be reviewed from time to time in consultation with the post-holder in order to address the changing circumstances of priorities within the school.

11. SPECIAL NOTES OR CONDITIONS

The post holder will be subject to a full police and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared. **The post-holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's child protection and behaviour management policy.**

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



Person Specification: Play Leader

Factor	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Functional English and Mathematics Skills 	<ul style="list-style-type: none"> First Aid Training Play Leader qualification Child Safeguarding Training
Experience	<ul style="list-style-type: none"> Knowledge of the duties of a children's play leader 	<ul style="list-style-type: none"> Experience of working with children aged 4 – 11 in a professional setting
Skills and Knowledge	<ul style="list-style-type: none"> Able to plan engaging and exciting activities for children Good communication To be able to work under pressure Good sense of humour and respect of colleagues Good relationships with lunchtime colleagues and school staff To be able to work as part of a team Ability to work within the school's policies and guidelines Recognition of the needs of SEN children and the ability to promote good playtime behaviour. 	<ul style="list-style-type: none"> Basic understanding of child development and learning An understanding of children with special needs Good behaviour management strategies
Personal Qualities	<ul style="list-style-type: none"> High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners Demonstrate and promote the positive values, attitudes and behaviour they expect from pupils with whom they work Able to improve their own skills Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice Willingness to participate in relevant training and development opportunities Awareness of confidentiality and working with integrity Patient, sensitive and resilient 	