

Job Description

Post Title:	PLAY LEADER
Location:	Wyndham Spencer Academy
Salary/Pay Range:	NJC POINT 2, £ 3540 actual annual pay
Hours of work:	7.5 hrs per week, 44.46 weeks Term time
Reporting to:	Line Manager

Purpose of Role

To supervise the safe and orderly conduct of student throughout the lunch time period.

Nature and Scope

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

Main Duties and Responsibilities

Specific responsibilities include:

Wider professional responsibilities

- To make a positive contribution to the wider life and ethos of the school.
- To develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
- To contribute to school Quality Assurance processes, Self-Evaluation and School Improvement Planning.
- To be part of the cover / buddy rota for Support Staff.

Play Leader supervision

- To be responsible to the Line Manager for the supervision of students throughout the midday break
- To supervise queues waiting to enter the Dining Hall
- To supervise the Dining Hall
- To supervise all areas both inside and outside where students congregate during lunchtime
- Get involved and lead/join games with the children
- To check to see that all students return to the classroom
- To leave the Dining Hall areas in a tidy and clean condition

To be able to embrace our GREAT Expectations

PART TWO: PERSONAL AND PROFESSIONAL CONDUCT

A Play Leader is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout their career.

- Play Leader's uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
 - ✦ treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to their position.
 - ✦ having regard for the need to safeguard students' well-being, in accordance with statutory provisions.
 - ✦ showing tolerance of and respect for the rights of others.
 - ✦ not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
 - ✦ ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.
- A Play Leader must have proper and professional regard for the ethos, policies and practices of the school in which they work, and maintain high standards in their own attendance and punctuality.
- A Play Leader must have an understanding of, and always act within, statutory frameworks.

PART THREE: OTHER Appraisal

- Participate in the Academy Appraisal process and undertake professional development as required.

Policies

- Be aware of and comply with all Academy policies including in particular Health and Safety and Safeguarding.

4.0 Safeguarding

Ensure that you act according to the principles of best practice, and in accordance with the requirements of the Keeping Children Safe in Education guidance, as issued by the Department for Education.

General

- All non-teaching staff will work on Teacher Training Days
- Holiday leave will be in line with the policy for non-teaching staff i.e. for this role Annual Leave cannot be taken during term time.
- 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 IT, Health and Safety and Safeguarding.

- Participate in the Trust Professional Performance Review 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 maybe required to carry out other duties as required by the Trust.

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.

Name

Signature

Date

Person Specs

Criteria	Essential	Desirable
Qualifications		
GCSE English or Equivalent	X	
Good standard of written and spoken English	X	
First Aid qualification		X
Experience		
Previous experience in an educational environment	X	
Experience of supervising young people	X	
Knowledge and understanding of managing the behaviour of groups of young people	X	
Knowledge of health and safety procedures	X	
Skills and Abilities		
Awareness of the needs of young people	X	
Ability to communicate clearly orally and in writing	X	
Ability to encourage high standards of behaviour at all times	X	
Ability to work collaboratively with others	X	
Ability to establish and maintain appropriate relationships with young people	X	
Ability to react positively in challenging situations	X	
Personal Qualities and Attributes		
Able to work well within, and contribute to, a team	X	
Able to demonstrate a flexible approach to work	X	
Confident, polite and friendly manner	X	
Be able to take direction but be prepared to take initiative when required	X	
A willingness to participate in CPD and undertake specific training	X	
Commitment to the highest standards of child protection and safeguarding	X	