



**WE ARE** ASTREA

**PLAYLEADER  
APPLICANT BRIEF**

**HATFIELD PRIMARY ACADEMY**  
*Part of*  
**ASTREA ACADEMY TRUST**





## Open Letter from Principal

Dear Candidate,

Thank you for your interest in this role at Hatfield Academy.

Hatfield Academy is part of a wonderful community in Sheffield. We are working really hard to make a real difference to whole families. We are an inclusive school, who believes that working with the whole family is at the heart of ensuring success for our children.

The school is a 2 form entry school with approximately 366 pupils. Hatfield Academy is located in Firth Park. It is close to the M1, Meadowhall and Sheffield City Centre with good transport links.

HATTERS At Hatfield Academy, the Hatters Code is at the centre of all we do. H – Honest A – Active T - Thoughtful T - Trustworthy E - Enthusiastic R – Responsible S – Self-confident. If you feel these attributes are part of your values then Hatfield Academy would love to meet you.

We are looking forward to meeting you!

**Katy Richards**  
**Principal at Hatfield Primary Academy**



# JOB DESCRIPTION

<b>SALARY</b>	£18,887 pro rata (Grade 2, Point 3)
<b>CONTRACT TYPE</b>	Temporary
<b>WORKING PATTERN</b>	Monday to Friday, Term Time Only
<b>HOURS PER WEEK</b>	11 hours

## Purpose

- Establishing positive relationships with pupils.
- Provide a caring, secure environment, through individual attention and group activities.
- Organise an appropriate range of leisure activities for children.
- Promote the safeguarding and welfare of the children

## Key Accountabilities

- Supervision of pupils on school premises
- Maintenance of good order, welfare and discipline
- Encouraging positive situations with children

## Key Responsibilities

- Promote positive pupil behaviour in line with school policies.
- Interact with, and support pupils, according to individual needs and skills.
- Lead or supervise safe, creative and appropriate play opportunities for a range of age groups.
- Maintain safe and fair use of school equipment and ensure children take care of equipment.
- Manage the planning of a wide range of creative and enjoyable activities, in conjunction with team members, and consultation with the children.
- To fully support inclusive practice, and ensure that all children can be involved in the activities offered if they wish.
- Attend to first aid needs and record accordingly as stated by the school policy.
- Follow the behaviour policy to ensure safe and harmonious play and liaise with other staff members or parents as appropriate.
- Supervise children in the canteen; promote dining independence including the clearing of trays and clean tables and floor areas to ensure a positive dining environment.



# PERSONAL SPECIFICATION

## Experience

- Experience of working with children.
- Experience of working with children of different ages (desirable)

## Qualifications

- A first aid qualification (desirable)
- Relevant safeguarding qualifications (desirable)
- Any other relevant training/qualifications (desirable)

## Behaviours

- Good general standard of education.
- Understanding of and commitment to following all safeguarding procedures of the school.
- Ability to communicate in an appropriate manner with children/adults.
- Commitment to enhancing pupils' lunchtime experiences by encouraging play and social skills.
- Ability to deal with challenging behaviour.
- Ability to act upon own initiative.
- Ability to cooperate and work positively with other colleagues as part of a team.
- Willingness to learn and attend training as required.
- Willingness to play a part in the school community.
- Demonstrate a commitment to Equal Opportunities
- To comply with all School policies adopted by the Governing Body for example, Health and Safety, Equal Opportunities and data protection.

## This is not exhaustive.

*Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy or requested by emailing [recruitment@astreaacademytrust.org](mailto:recruitment@astreaacademytrust.org)*