



Job Description and Person Specification for Play Leader

Post Held: Play Leader

Responsible to: IPSL, Office Manager, Business Support Manager (BSM)

Liaises with: Staff, parents and pupils

Salary: Bucks Pay 2 £25,625 – £27,770 FTE (Actual £15,769 – £17,089)

Hours: 07:15 - 09:15 and 14:30 - 18:00 Monday to Friday (27.5 hours per week) Term time only.

Job Purpose

Supervise the day-to-day running of the extended provision to ensure the safety and wellbeing of pupils in the school's care. This will involve supervising a team of staff with support from the Wraparound Manager, preparing engaging activities and making sure all pupils and staff follow relevant policies and procedures, including safety and behaviour.

Planning and delivering

- Plan and deliver age-appropriate activities and experiences to support pupils' development
- Brief other extended provision staff so they're aware of how the activities will run
- Offer educational instruction where needed to help pupils to share equipment
- Supervise pupils during activities and help to resolve issues between pupils following the WH Behaviour Policy
- Monitor pupils that aren't engaging in play and feedback any concerns to class teachers
- Manage the set up and clear down of activities leaving the school areas used ready for teaching and learning during the normal school day
- Manage stock of resources necessary to carry out planned activities and liaise with the Office Manager to raise orders
- Ensuring the safe procedure for the collection of children, registering, dismissal at normal school time and after extra-curricular clubs' finish

Health and safety and Safeguarding

- Observe pupils and the environment and take action to minimise any identified health and safety risks
- Deliver first aid to respond to minor and major incidents
- Record details of incidents in line with the school's reporting procedures (CPOMS)
- Feedback concerns relating to pupils' health and safety to a senior member of staff
- Make sure all food is prepared and served in line with health and safety standards and that the dietary requirements of pupils are met
- Co-ordinate and offer support with setting up and putting away all equipment safely
- Rigorously follow William Harding's safeguarding policies and procedures
- Ensure the safeguarding team are promptly notified of any concerns

Our School Values are Respect, Responsibility, Perseverance, Collaboration, Honesty and Inclusion

Behaviour

- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- Follow any directions from class teachers or SEN on supporting specific pupils with challenging behaviour
- Support pupils with their independence and self-esteem when carrying out activities

Working with others

- Be flexible to provide cover when needed in times of team absence
- Working with the Office Manager, encourage parental involvement and attendance to the club by promoting it in external communications (e.g. newsletters) and events

Relations with pupils, staff and parents

- Ensure the Wraparound team assist in promoting the general progress, well-being and positive behaviours and attitudes of pupils, by fostering respectful and supportive relationships
- Ensure the Wraparound team motivate and encourage pupils by building on their strengths and improving areas of weakness
- Ensure the Wraparound team safeguard the health and safety of pupils, with reference to child protection
- Ensure the Wraparound team liaise effectively with parents and carers
- Ensure the Wraparound team maintain and respect confidentiality and professional conduct

Administrative and clerical tasks

- Ensure the Wraparound team assist in the correct administration of First Aid
- Record keeping and filing
- Undertake any further responsibilities reasonably requested by the Office Manager, Business Support Manager or SLT

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • First aid training (or willingness to complete it) 	<ul style="list-style-type: none"> • First Aid • Childcare qualifications • Managing Meds in school
Previous Experience	<ul style="list-style-type: none"> • Working with children or young people • Supervising a team • Planning activities to engage pupils and support development 	<ul style="list-style-type: none"> • A knowledge/understanding of the primary school curriculum • Experience at and a commitment to maintaining and developing extra curricular activities in the school
Professional Skills and Experience	<ul style="list-style-type: none"> • Good time management and organisational skills • Ability to respond quickly and effectively to issues that arise • Ability to use own initiative and take action accordingly • Effective communication with adults and children • Ability to deliver instructions to junior team members • Ability to take a firm but fair approach to handling behaviour issues in line with the school's policies • Ability to build effective working relationships with colleagues • Commitment to supporting and understanding pupil needs • Commitment to upholding and promoting the ethos and values of the school • Commitment to maintaining appropriate confidentiality at all times • Commitment to safeguarding, equality, diversity and inclusion 	<ul style="list-style-type: none"> • CPOMS • Experience of supervising a team • Experience of working in a large school • Safeguarding within a large setting
Personal Qualities	<ul style="list-style-type: none"> • Ability to demonstrate a good basic literacy, numeracy and ICT skills • A sound primary school philosophy that values the whole child • Team player • Adaptable, flexible and solution-driven • Enthusiastic, positive, committed and hardworking • Confidentiality 	

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