

Job Description

Establishment: Spencer Academies Trust
School: Rosecliffe Spencer Academy
Post Title: Play Leader
Grade/Pay Range: NJC2
Hours/weeks: 2 hours a day, 10 hours a week.
Reporting to: Principal
Department/Team: Educational Support

Overall Purpose of Post:

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:

Play Leaders 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. A Play Leader may also be allocated a specific child to support during the lunchtime break.

The main areas of responsibility will be the dining room, the playground, the field and other areas of the academy used during the dinner break (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, lead by example and support the children to behave positively.

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.

KEY DUTIES

These will be allocated by the Principal and will include assisting with:

- The safe supervision of children in the dining area and outdoor areas.
- Leading a variety of play in the outdoor areas to ensure that children have a physical active and fun play time.
- Ensuring that children are engaged happily during the lunchbreak with a variety of games and activities to choose from.
- Supervising children on a one-to-one basis where necessary.
- Ensuring they are aware of any children with particular medical needs. Administer routine first aid where needed (you will be required to carry out Paediatric First Aid training).
- Checking children have washed their hands before they eat (and after toileting). Assisting children who are experiencing difficulties, e.g. in cutting up their food or using cutlery properly. Helping children to develop good eating habits and table manners. Encouraging a 'family dining' feel, enabling children to socialise with each other. Reporting to the class teacher any child whose diet may give rise for concern.

- Keeping the tables free of spills etc, and encouraging the children to leave the dining hall and other areas of the academy in a clean and tidy condition.
- Supporting the positive ethos of our academy by encouraging 'active play' and helping children to use play equipment positively.
- Supporting the social development of children by encouraging them to foster positive relationships with their peers.
- Report any defects on site that have caused an injury or may cause injury to the Office Administrator.
- Reward good behaviour with praise, stickers etc. as often as possible.
- Deal with minor disputes between pupils or breaches of the school rules (Rosecliffe Way) applying the school behaviour policy fairly, firmly and consistently, using an Emotion Coaching style. Report concerns to the class teacher.
- At the end of lunchtime, supervise the pupils as they return to the classroom and report any unresolved incidents to the class teacher alongside any incidents of particularly praiseworthy behaviour.
- Liaise effectively and professionally with other staff as required.
- Attend relevant meetings and development training in lieu of school inset days.
- Carry out any other instructions as may be reasonably thought necessary by the Principal.

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 Academy 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 maybe required to carry out other duties as required by the Principal/Trust.

This job description is to be reviewed annually and may be amended following consultation between the Principal and the Post Holder.

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 of Post holder:

Signature:

Date:

Person Specification

	Essential	Desirable
Qualifications or Training	<ul style="list-style-type: none"> None required. 	<ul style="list-style-type: none"> Current First Aid qualification.
Experience	<ul style="list-style-type: none"> Supervising children as a parent/carer. 	<ul style="list-style-type: none"> Experience as a Midday Supervisor; Working with groups of children on a voluntary or paid basis.
Knowledge & Skills	<ul style="list-style-type: none"> Takes responsibility and accountability; Calm under pressure; Work as part of a group and individually; Inspire trust and confidence in children; Encourage high standards of pupil behaviour at all times; Observe the boundaries of the role and respect confidential information; Initiate games and activities appropriate to the age of the children; Relate to children on their level; Remain calm in a crisis; Committed to the needs of the children; Demonstrates a 'can do' attitude, including suggesting solutions, participating, trusting and encouraging others; Is committed to the provision and improvement of a quality service; Acts with pace and urgency, being energetic, enthusiastic and decisive. 	<ul style="list-style-type: none"> Communicate effectively (both orally and in writing) to an appropriate standard; Recognise behaviour giving cause for concern and inform teaching staff; Teach play activities to other Midday Supervisors; Examine systems critically and suggest ways of improving efficiency.
Personal characteristics	<ul style="list-style-type: none"> Excellent interpersonal skills with the ability to maintain strict confidentiality; A diplomatic and patient approach; Able to follow direction and work in collaboration with a team; 	<ul style="list-style-type: none"> Awareness of children with special educational needs (dietary, emotional, physical); Awareness of supporting pupils on special or restricted diets for medical reasons.

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| | <ul style="list-style-type: none">• Able to work flexibly, adopt a hands on approach and respond to unplanned situations;• 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;• Able to communicate well with staff and children;• 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";• 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. | |
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