



PLAY LEADER

RECRUITMENT PACK

You, Your School, Your World, Make the most of it!





Vacancy Summary

Post:	Play Leader
Hours:	13.5 per week
Salary:	NJC Grade L3 SCP 6 – L3 SCP 8 (FTE £25,989 - £26,824) Actual Salary £8,133.04 - £8,394.35
Working Weeks PA:	Term time only – Monday – Thursday: 11 am – 13:45 pm Friday: 11:00 am -13:30 pm
Contract Type:	Permanent
Location:	Luton, LU1 3RS/LU1 3BZ
Reporting To:	SLT/Head of School
Disclosure Level:	Enhanced

Tennyson Road Primary School is thrilled to be recruiting for a motivational, resourceful and compassionate Play Leader to join our wonderful school in Luton.

This is a fantastic opportunity to join us as we further develop our supportive, inclusive and dedicated team.

Leading the midday supervisor team to provide children with a range of appropriately organised and supervised indoor and outdoor play activities, playing with the children and engaging in physical activities. Supervising the children to have a fun and safe lunchtime. Cleaning after lunch in the dining hall, playground and classrooms as required.

Providing appropriate activities, encouraging cooperation, securing their safety, monitoring well-being and ensuring good behaviour.

No day is ever the same in this role and we are looking for adaptable and flexible individuals who thrive in an environment with changing priorities.



About Our Trust



The Tennyson Learning Community is a small Multi Academy Trust that invests in teachers and leaders to carry out their roles effectively, in order to attain excellence in its schools.

Dedicated to improving standards, we believe strongly in the benefits of working collaboratively across the Trust to drive outcomes and attainment.

We are proud to run one of the highest performing primary schools in the country – Tennyson Road Primary School, Luton. we are able to offer an outstanding school improvement model with a proven track record.

In return of your commitment and hard work we offer:

- A school team who will share your energy and enthusiasm
- A brilliant community of professionals across the Trust, with great expertise
- A superb professional development programme and career opportunities within the Trust
- Wonderful children who love learning
- Competitive pay rate
- Private health care plan

We are driven by a moral purpose and a vision that ensures every child has the right to outstanding teaching and, every academy, exceptional leadership. It is our vision to work with our children, their parents and carers and our staff to create and to sustain excellent academies.

	HIGH QUALITY AND INCLUSIVE EDUCATION FOR EVERY CHILD WITHIN THE TRUST		MEASURED AND MUTUALLY BENEFICIAL GROWTH
	HIGHLY EFFECTIVE PERSONAL AND PROFESSIONAL DEVELOPMENT		EFFECTIVE, WELL-INFORMED GOVERNANCE
	SAFE AND SECURE ESTATES THAT SUPPORT LEARNING		STRONG, CONTROLLED AND SUSTAINABLE FINANCIAL MANAGEMENT

Welcome from the Head of School



We pride ourselves on being a forward thinking, fully inclusive school. We strongly believe in supporting every child to reach their full potential and provide high quality support and interventions as part of a child's learning journey here.

Our school motto is "You, your school, your world, make the most of it!" and we firmly believe that working closely with pupils, parents and carers is key to positive outcomes for our pupils, helping them to leave our school equipped and ready for secondary education and the demands of modern life.

Children take part in engaging and exciting lessons and activities. Visitors and events such as drama workshops and artists are regularly welcomed to school to enhance and enrich our pupils' learning opportunities further.

We fully believe that children who are interested, challenged and engaged will learn more. We aim to provide an excellent education for our pupils together with parental support through a strong home school relationship. Children also learn about today's society and the importance of diversity and to respect others regardless of ability, gender, ethnicity, sexuality or religion.

It is a great privilege for us to have the opportunity to lead a team of talented, professional, and dedicated staff who aim to create a primary school in which every pupil flourishes in a caring, happy environment.

OFSTED – June 2024

The school is aspirational for pupils' personal development. Leaders take care to think about the cultural and social experiences they want pupils to have."

"Pupils thrive at this inspirational school. They progress exceptionally well from their starting points."

Carla Gotch

Head of School

Tennyson Road Primary School



“You, your school, your world – make the most of it!”

We are an oversubscribed and friendly three-form entry primary school on two sites: **Tennyson Road South and Tennyson Road North.**

Our south site is situated on Tennyson Road, whilst our north site is situated on Surrey Street, both a short walking distance from each other.

At Tennyson Road Primary, we are...

- Working with families to create a caring community atmosphere in which the value of every individual is recognised.
- A learning community where children display an enthusiasm for lifelong learning, and the skills and resilience to achieve their potential in our rapidly changing world.
- A caring, dedicated staff committed to providing an engaging curriculum for all children and sharing best practices in teaching and learning.
- A place where staff, governors, children, their families and our broader community, work in partnership to encourage all at Tennyson Road Primary to aim high



About Our Vacancy

Your job role will include:

- Ensure that children are provided with a range of appropriately organised and supervised indoor and outdoor play activities.
- To take responsibility for planning each session and to monitor the effectiveness of the activities
- To set up equipment at the start of the session and ensure it is tidied away at the end.
- To lead the midday supervisors in organising a range of play activities appropriate to the needs of the children.
- Maintain the safety, welfare and good conduct of the pupils during the lunchtime break.
- Assist the children in selecting their meal and sitting in an appropriate place in the dining hall.
- Assist children with eating their meal if applicable.
- Establish good relationships with children - interact positively with children, encouraging cooperation and mutual support; monitor children's well-being; provide help and support to children.
- Encourage good behaviour by using praise and reward and taking action to address poor behaviour in line with school policy.
- Clear tables when meals are finished and clear up any associated spillages.
- Any other cleaning of the tables, lunch hall and associated areas.
- Administer any necessary basic first aid, record all injuries in the accident book, ensure children understand action to be taken in case of fire
- Provide pastoral care, guidance and routine advice to pupils as appropriate.
- Where necessary and appropriate - to lead games and activities with the children.
- Alert SLT of any concerns regarding an individual child or group of children.
- Take pride in providing enjoyable activities for pupils.
- Build up warm and positive relationships with pupils.
- Speaks clearly and listens carefully to pupils, using questions to check understanding.

- Acknowledges the needs of different people e.g. help new starters to settle in the school.
- Speaks clearly to colleagues and listens carefully to colleagues, using questions to check understanding
- Be aware of and comply with policies and procedures relating to safeguarding, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Understand and apply school policies in relation to health, safety, welfare and behaviour of pupils.
- Attend relevant training and meetings as required.
- Any other duties as requested by SLT.

What Happens Next

Please review the Job Description and Person Specification, if you require these documents in any other format, or have any other accessibility requirements, please contact us on **hr@tennysonroad.school**

Our application process is accessed by applying through [My new Term Tennyson Learning Community, Luton | Teaching Jobs & Education Jobs | MyNewTerm](#)

Please do not hesitate to contact the school for an informal conversation about the role. Interviews will be held soon after closing date listed on the posting.

Candidates should refer to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

We reserve the right to close this vacancy early should a suitable candidate be found; therefore, early application is encouraged.

Diversity and Inclusion

The Tennyson Learning Community values and cares about the lived experience and backgrounds our colleagues can bring to their roles. We believe a diverse team strengthens our organisation and encourages innovation.

We welcome applications from all backgrounds and ensure our colleagues feel respected and valued for being themselves.

We are committed to ensuring that employees who have a disability are given every possible assistance in the workplace. All disabled applicants that meet the minimum criteria for the job will be given the opportunity to be interviewed.

We have a commitment to make reasonable adjustments to our recruitment and selection processes, where appropriate, this is to ensure that no candidate, whether or not they have a disability, is unfairly prevented from demonstrating their true abilities.



Safeguarding Children and Young People

The Tennyson Learning community and the academy schools are committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Social media checks

We are committed to ensuring a positive work environment and selecting candidates who align with our values and culture. As part of our thorough recruitment process, in accordance with DfE Keeping Children Safe in Education 2024, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

Any information we come across will be handled confidentially and considered in a professional manner. Our aim is to better understand your qualifications and suitability for the role. If you have any concerns or questions about this process, please contact us for more information.



Job Description and Person Specification

JOB DESCRIPTION	
JOB TITLE	Play Leader
RESPONSIBLE TO	SLT/Head of School
ALL STAFF RESPONSIBILITIES	<ul style="list-style-type: none"> To live our Trust values, demonstrating ambition, collaboration, compassion, excellence, and inclusivity in your everyday work life. To value professional development and welcome any training opportunities to develop personal skills and knowledge. To agree to follow the school and Trust's policies and procedures.
MAIN PURPOSE OF THE ROLE	<ul style="list-style-type: none"> Acting as part of a team, to take care and control of all children on school premises during lunchtimes. Setting up the dining hall and playground. Playing with the children and engaging in physical activities. Supervising the children to have a fun and safe lunchtime. Cleaning after lunch in the dining hall, playground and classrooms as required. Providing appropriate activities, encouraging cooperation, securing their safety, monitoring well-being and ensuring good behaviour.

DUTIES & RESPONSIBILITIES	<ul style="list-style-type: none"> Ensure that children are provided with a range of appropriately organised and supervised indoor and outdoor play activities. To take responsibility for planning each session and to monitor the effectiveness of the activities To set up equipment at the start of the session and ensure it is tidied away at the end. To lead the midday supervisors in organising a range of play activities appropriate to the needs of the children. Maintain the safety, welfare and good conduct of the pupils during the lunchtime break. Assist the children in selecting their meal and sitting in an appropriate place in the dining hall. Assist children with eating their meal if applicable.
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- Understand and apply school policies in relation to health, safety, welfare and behaviour of pupils.
- Attend relevant training and meetings as required.
- Any other duties as requested by SLT.

PERSON SPECIFICATION

	Essential	Desirable
EDUCATION, QULIFICATIONS AND TRAINING	<ul style="list-style-type: none"> • Good numeracy/literacy skills demonstrated through at least the level of GCSE point 9-1 or equivalent. 	<ul style="list-style-type: none"> • NVQ level 2 in Childcare, Play work or equivalent First Aid Certificate • Food Safety & Hygiene Certificate Level 1
EXPERIENCE	<ul style="list-style-type: none"> • Working with or caring for children of a relevant age. • Some experience of working in an educational setting • Ability to relate to, appreciate and communicate with, people of all ages and temperaments 	<ul style="list-style-type: none"> • Previous experience in a primary school setting. • Appropriate attitudes to use of authority and maintaining discipline. • Ability to help children resolve conflicts constructively

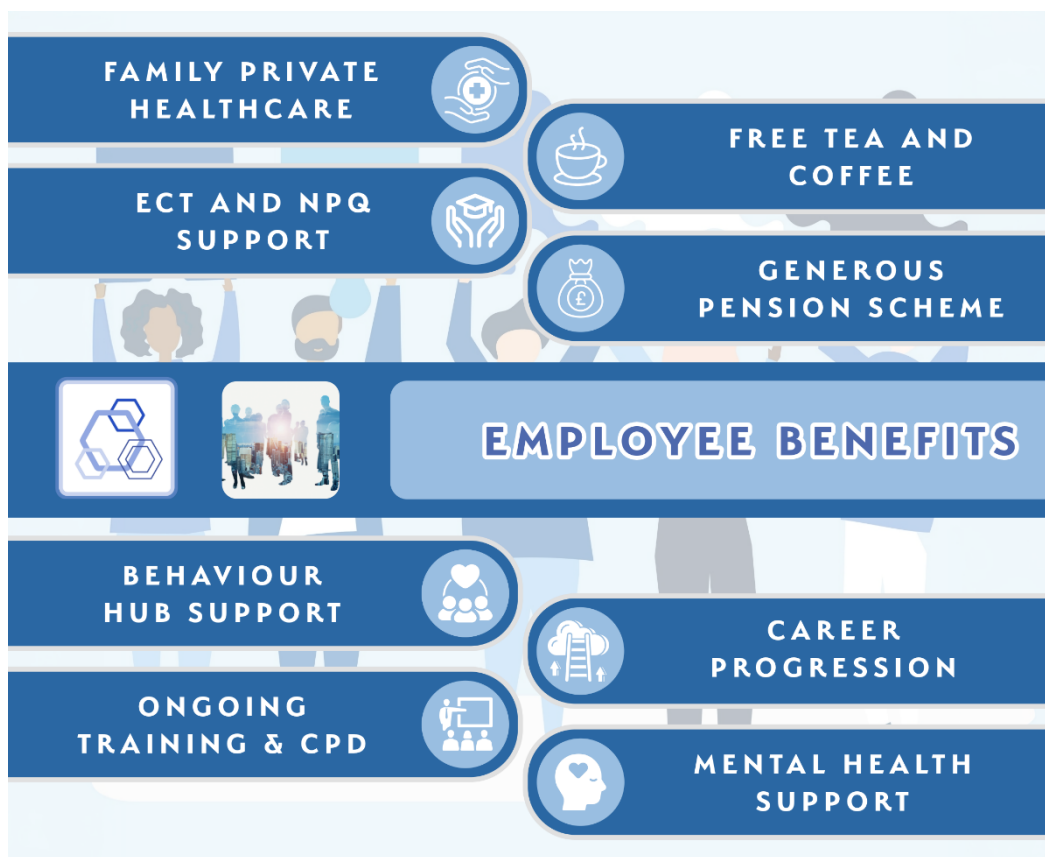
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • Capable of lifting/ carrying equipment where necessary. Able to push, pull reasonable weight • Use of other equipment technology – video, interactive whiteboard, photocopier, etc. • Literate - Able to read and understand instructions • Ability to self-evaluate learning needs and actively seek learning activities. 	<ul style="list-style-type: none"> • Understanding relevant policies/code of practice and awareness of relevant legislation.
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Ability to relate well to children and adults. • Ability to work constructively as part of a team. • A desire to work with young people to help them achieve their best in school. • willingness to undertake training 	
GENERAL	<ul style="list-style-type: none"> • Understanding of safeguarding and its importance within an educational setting. • Awareness and understanding of equality and diversity. 	<ul style="list-style-type: none"> • Right to work in the UK

Our Offer

The Tennyson Learning Community seek to appoint colleagues who share in our values and belief that **“Every Child Can”**.

We recognise that in order to offer the best outcomes for our children, our staff teams need the opportunity to be the very best they can be too. We do this by ensuring we have in place for all staff:

- Continuous professional learning
- Embedding initiatives to support with reducing staff workload;
- A strong supportive environment with dedicated line management structures and clear communication channels;
- Well-being assistance and support including a dedicated employee assistance helpline and occupational health;
- Opportunities to take part in exciting initiatives and projects that help shape the way our children will learn in the future;
- Wide range of family friendly policies in place for staff;
- Recognising national terms and conditions for staff;
- Teachers and Local Government pension schemes;





Tennyson Road Primary School

