

## Job Description

Establishment: Spencer Academies Trust
School: Hilton Spencer Academy
Post Title: Midday Play Leader
Grade/Pay Range: NIC03
Hours/weeks: 4.26 per week
Reporting to: Operations Manager

### Job purpose / overall description

You will support the Midday Play Team to ensure that all our children have meaningful lunchtime play every day. You will work with the Midday Play Team to create a safe and stimulating outdoor environment providing social, active and creative play experiences for all. The Midday Play Team are also responsible for ensuring that all our children have a pleasant eating experience at lunchtime, whilst maximizing the time they can spend outside playing. The team will support all our children as they visit the dining hall and are responsible for clearing and cleaning the hall to a state ready for use (e.g. for PE, school assemblies) in the afternoon.

### Main duties

- Work as part of the Midday Play Team to cover all lunchtime tasks daily. This will include sessions outside and also sessions in the dining hall.
- Work with the Midday Play Team to ensure all children have access to exciting play opportunities every lunch time.
- Facilitate play opportunities and act as an ambassador for play.
- Ensure that all our children have a safe site for play.
- Coordinate and communicate between play zones and dining hall to ensure all children visit the dining hall and eat their lunch.
- Assist with putting out and packing away of play equipment/kit.
- Record and report incidents of note that occur during lunchtime – e.g. site issues, behaviour, first aid.
- Assess and deliver first aid to pupils (if trained). Assist with first aid reporting.
- Coordinate and communicate with colleagues and the Catering Team to ensure that all children visit the dining hall in a scheduled manner, to minimise queuing and maximise play time outside.
- Assist children at lunch, e.g. with queuing, getting seated, opening packets, spillages, disputes, clearing plates / cutlery and encourage good eating and social skills.
- Clear and clean the hall during service (e.g. spillages, assisting with waste food, trays and cutlery).
- Clean, pack down and store all dining hall furniture at the end of lunch. Sweep the floor ready for use in the afternoon.
- Offer care, support and advice for children during lunchtime.
- Contribute ideas and suggestions to improve the team practices and performance.
- Promote and safeguard the safety and welfare of children in accordance with school child protection and behaviour management policies.

- Support and uphold Hilton Spencer Academy values, our school rules and reward pupils with verbal praise for positive attitudes and behaviours.
- Attend periodic team meetings and/or training for professional development.
- Assist with training new team members.

#### **Knowledge, experience and training**

- Previous experience of play work or working with children highly desirable
- Knowledge and/or understanding of the Playwork Principles desirable
- Previous first aid experience desirable (basic First Aid training will be provided)
- Literacy and numeracy: Ability to follow written guidance and procedures
- Verbal and written skills: team members will be required to record incidents swiftly and add to appropriate central school records. Ability to give clear verbal instructions to children and team members. Ability to follow good protocol.

#### **Skills and personal attributes:**

- Enjoy working with young people (all ages in the primary school range 3 – 11 years).
- Positive and supportive attitude towards young people of all ages, abilities and backgrounds.
- Confident in working with and able to influence and negotiate with children from Nursery (3 years old) to Year 6 (11 years old).
- Strong team work skills; enjoy being part of a team, supportive, flexible and reliable.
- Practical, solutions driven.
- Friendly, approachable and caring manner.
- Dependable, with good time keeping.
- Willingness to try new things, work outside comfort zone and go that 'extra mile'.

#### **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

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

- |  |  |  |
|--|--|--|
|  | <ul style="list-style-type: none"><li>• Able to work flexibly, adopt a hands on approach and respond to unplanned situations;</li><li>• 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;</li><li>• Able to communicate well with staff and children;</li><li>• Recognition of the importance of personal responsibility for health and safety;</li><li>• Commitment to the Trust's ethos, aims and whole community;</li><li>• Committed to flexible working practices and willingness to go that "extra mile";</li><li>• Responsible for promoting and safeguarding the welfare of children and young persons for whom you are responsible or come into contact with;</li><li>• Not barred from working with children.</li></ul> |  |
|--|--|--|