

Job Description

Post Title:	Midday Play Leader
Location:	Fairfield Spencer Academy
Salary/Pay Range:	NJC02
Hours of work:	Part Time/Term Time only 10 hours per week
Reporting to:	Principal

Purpose of Role

To assist in the supervision of children both in the dining area and in play areas to ensure the orderly conduct, welfare and safety of pupils during the school lunch breaks.

To promote and actively support the values and ethos of the school.

Confidentiality must be maintained at all times, unless safeguarding concerns prevent this.

Nature and Scope

Working as part of this important team you will be required to carry out the following duties.

Main Duties and Responsibilities

1. Supervise pupils in the dining hall
2. Control queues to dining areas
3. Where required, mark register.
4. Ensure that the overall arrangement for children to dine promotes an orderly and pleasant meals service.
5. Ensure that any spillage is removed quickly; trays are not left in dangerous positions, and are wiped where necessary.
6. Supervise return of used trays, crockery and cutlery by the children.
7. Ensure that tables are left clean for the next occupant.
8. Ensure dining areas are left clean and tidy
9. Arrange supervision to allow movement amongst the children within the area covered.
10. Ensure acceptable standards of behaviour are maintained
11. Minimise the likelihood of children hurting themselves, others or damaging property
12. Supervising pupils in classrooms during bad weather.
13. Supervise pupils in the outside areas
14. Control play and deliver sports activities

15. Engage pupils in play and/or sports as directed by school sports leader/Senior Leadership Team.

Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Act in accordance with all school policies and procedures and relevant legislation, particularly in relation to child protection, health and safety and behaviour management.
- To understand your shared responsibility for the health, safety and welfare of all pupils and staff.
- 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 Academy Appraisal process and undertake professional development as required.
- Actively participate in and contribute to staff meetings and INSET
- 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 Trust.

The 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:

Signature:

Date:

Person Specification

	Essential	Desirable
Qualifications and experience		
<ul style="list-style-type: none"> GCSE (or relevant equivalent qualification) in Maths and English (minimum grade C) Working or volunteering with children. Working or volunteering with Early Years/Primary aged children in a school setting. Building relationships with children which promote learning. Collaborative and professional approach with all school stakeholders, including parents/carers, internal and external partners 	 ✓ ✓	 ✓ ✓ ✓
Knowledge and skills		
<ul style="list-style-type: none"> Ability to work effectively in a team and build strong relationships with colleagues. Clear and accurate verbal and written communication skills 	 ✓ ✓	
Personal qualities		
<ul style="list-style-type: none"> Enjoy working with young children Able to demonstrate patience, empathy and attention to all pupils Highly organised, self-motivated and resilient Customer focused. Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. Open, honest and an active listener. Takes responsibility and accountability. Demonstrates a “can do” attitude Is committed to the provision and improvement of quality service provision. Is adaptable to change/embraces and welcomes change. Acts with pace and urgency being energetic, enthusiastic and decisive. Communicates effectively. Has the ability to learn from experiences and challenges. 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. Commitment to the highest standards of child protection and safeguarding Recognition of the importance of personal responsibility for health and safety Commitment to the Trust’s ethos, aims and whole community. 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. 	 ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	