

Job Description and Person Specification

| DATE | SIGNATURE |
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Role

Play and Club Leader
Beckfoot Trust
Salary/Grade: Grade 7
Reporting to: Nominated SLT



JOB DESCRIPTION

Corporate Responsibilities

- Effective organisation and management of lunch, play and sport activities and after school clubs, working with colleagues and supporting students to achieve top 10% outcomes in a remarkable learning environment.
- Ensure probity, propriety and adherence to the Nolan Principles both in your personal conduct and throughout the Trust.
- Adhere to the principles of alignment in the One Trust Contract
- Contribute to a culture of relentless improvement, where feedback is a gift
- Lead and uphold an individual and organisational commitment to safeguarding and promoting the well-being of children; being hyper-vigilant in all interactions with pupils and adults and reporting any concerns or suspicions, no matter how small, to the Designated Safeguarding Lead (Pupils) / Headteacher (Staff)
- Comply with all policies, procedures, working practices and regulations, in particular, Child Protection, Equality and Diversity, Health and Safety, Confidentiality, Data Protection, Financial Regulations in line with our Scheme of Delegation
- Be accountable to and carry out any reasonable request from the Headteacher / Line Manager

This is a school-based role that will involve contact with children

Key Duties and Responsibilities

- The effective organisation and management of lunch play and sport activities and after school clubs ensuring a safe and stimulating environment and a range of educational and recreational activities that take place within the current legal framework
- Ensuring that Health & Safety and Child Protection requirements and other relevant regulations are in place and adhered to
- Managing and monitoring relevant budgets ensuring best value principles are followed where possible
- To establish and maintain good relationships with all students, parents/carers, colleagues and other professionals
- To lead lunch and after school sessions, providing guidance for TAs and LTS staff as required
- To liaise with staff, parents/carers, and attend to queries as required and appropriate
- To understand and implement the school's Behaviour Protocol and Code of Conduct within the provision including the issuing of rewards and sanctions within the school's policies and procedures
- To ensure that pupils are aware of the school's Behaviour Protocol and Code of Conduct, and support pupils to comply with them and to understand the consequences of their behaviour
- To report as required any incidents of unacceptable behaviour or issues of concern in line with the Behaviour Protocol or Safeguarding Policy
- To provide and ensure a smoothly run, happy and safe provision
- To understand the varying cultural backgrounds of the pupils and ensure that these are reflected in the provision
- To be aware of and respond appropriately to individual pupil's needs
- To plan, organise and deliver a range of recreational and educational programmes / activities / projects for children
- To select and maintain equipment and resources, which take into account of pupils' needs, interests, language and cultural backgrounds
- To motivate and encourage pupils, and help them to develop their self-esteem and interaction with others
- To be aware of a pupil's medical condition/s and ensure that necessary regular treatment or medication is given with the written consent of parents and in line with school policy
- To ensure appropriate first aid treatment is administered to pupils as required in line with school policy
- To ensure that sick or injured pupils are cared for and comforted, and in emergencies accompanied to hospital / doctors if necessary, in line with school policy
- To ensure records are maintained and updated as required e.g. relating to pupil progress, achievement and problems experienced
- To support with administrative duties, checks, documentation, reports and returns (internal and external) ensuring they are completed accurately and submitted within required deadlines
- To collate relevant information as required for the Headteacher
- To undertake responsibility for all necessary administration relating to all areas within post holder's remit
- To undertake responsibility to ensure that all manual and computerised records and filing systems relating to all areas within post holder's remit are maintained as required
- To process, input, extract and analyse information from school's electronic club booking system as required
- Maintain accurate records using relevant systems in line with policy and records management procedures
- Attend and support meetings and undertake duties as required in line with the school calendar, sharing expertise and supporting others
- Assist with the supervision and welfare of pupils, contributing to effective behaviour management in school

JOB DESCRIPTION

- Contribute to the development of systems and procedures in the department, support the life of the school and work within the overall aims and objectives of the school

Professional Development

- Be committed to own professional development, demonstrating the desire to be better tomorrow than you are today
- Establish and participate in training opportunities, meetings, and networks to support and maintain excellent skills, techniques and knowledge in teaching role
- Seek feedback and act on it to improve performance within and beyond formal coaching and appraisal opportunities
- Actively engage in the school coaching offer and appraisal process
- Under-go regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD)
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All successful staff will undertake an Enhanced Disclosure and Barring Service Check.

The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Advanced Threshold Fluency Duty Required

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Advanced Threshold Level. The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly.
- Explain difficult concepts simply without hindering the natural smooth flow of language.
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in school.

Date: June 2025

This job description is illustrative of the responsibility of the post and not necessarily a comprehensive list of tasks.

Post-holders are expected to undertake work in line with the level and pay band of the post determined by the Line Manager.

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PERSON SPECIFICATION

Play and Club Leader

| | Essential Requirements | Desirable Requirements | How Identified |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| Qualifications | <ul style="list-style-type: none"> Minimum of five GCSE (A-C/4+) including English and Maths or equivalent e.g., Adult Literacy/Numeracy at level 2 | <ul style="list-style-type: none"> Evidence of relevant CPD activities Relevant qualification relating to childcare or supervising children First Aid certification or willing to work towards | <ul style="list-style-type: none"> Application Interview |
| Experience | <ul style="list-style-type: none"> Experience of planning and delivering running clubs / activity sessions for children Experience of working with children / young people | <ul style="list-style-type: none"> Awareness of Multi-Academy Trusts | <ul style="list-style-type: none"> Application Interview |
| Knowledge, Skills and Ability | <ul style="list-style-type: none"> Work constructively as a part of a team to deliver excellent service Excellent communication and interpersonal skills Ability to build and form good relationships with pupils, parents/carers and colleagues Strong administrative and organisational skills Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation e.g. health & safety, child protection Working knowledge of planning and delivery of play / learning activities Effective ICT skills and knowledge of Microsoft Office. Ability to relate well and work effectively with children and adults | <ul style="list-style-type: none"> Working knowledge of national curriculum and other learning programmes Working knowledge of behaviour management strategies | <ul style="list-style-type: none"> Application Interview |
| Character/ Values | <ul style="list-style-type: none"> High commitment to safeguarding and promoting the welfare of children A passion for education and a deep felt desire to make a difference for young people Commitment to support and promote inclusion, diversity, and equality Driven by values and aligned to the seven principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership Humility: a recognition that the more you know, the less you know! Not being afraid to say, 'I don't know' Emotionally intelligent: know when to direct and when to challenge Present a positive perspective; able to listen and show awareness of other's sensitivities; have personal pride and lead by example | <ul style="list-style-type: none"> Flexible and hard working | <ul style="list-style-type: none"> Application Interview |

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|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------------------------------------------------------------------|
| Personal Circumstances | <ul style="list-style-type: none">Understand the importance of work/ life balanceLegally entitled to work in the UKAble to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010Flexible to support out of hours activity on occasion | | <ul style="list-style-type: none">ReferencesInterview |