

## Job Description

<b>Job Title</b>	Play Leader
<b>Grade</b>	2020 Scale 2 (2019 Band 2)
<b>Reports to</b>	Headteacher
<b>Responsible for</b>	Not Applicable
<b>Liaison with</b>	Headteacher, Class Teachers, Midday Supervisor, Midday Assistants
<b>Job Purpose</b>	To plan and provide purposeful play activities for all children on school premises during the midday break between teaching sessions.
<b>Principal Accountabilities</b>	<ul style="list-style-type: none"> <li>• Plan and prepare a relevant programme of activities, which is suitable for the range of ages within the key stage.</li> <li>• Organise a variety of activities on a weekly basis for pupils to engage in.</li> <li>• To clear games apparatus when finished and monitor use.</li> <li>• To maintain good order and discipline among pupils whilst involved in play activities, with particular reference to health and safety.</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Ensure that there is equal access to the programme for all pupils</li> <li>• Ensure that pupils are regularly consulted as to the provision on offer, through systems such as the school council meeting cycle.</li> <li>• Work with the midday in charge to ensure the effective deployment of midday assistants to support the play programme.</li> <li>• Supervise, along with the midday in charge the midday assistants in terms of support for and involvement in the programme.</li> <li>• Supervise pupils' recreation activities within the school or playground ensuring high standards of safety.</li> <li>• Encourage and help pupils to engage in play and recreation activities relevant to their age.</li> <li>• Maintain high standards of discipline and behaviour, carrying out specific behaviour modification programmes and completing records as required.</li> <li>• Implement the school's aims and policies with particular reference to health and safety, personal care, behaviour and discipline.</li> <li>• Maintain good communication with the class staff and senior management, reporting progress, concerns or incidents promptly</li> </ul>

	<ul style="list-style-type: none"> <li>• Consult regularly with the headteacher regarding the suitable resources for the programme.</li> <li>• Maintain resources for the programme and update consumable stock regularly.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> </ul>

## PLAY LEADER

General heading	Detail	General Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Successful experience of working with children in a school/early years environment. NVQ Level 2
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid
	Literacy	Good reading and writing skills.
	Numeracy	Ability to count and undertake basic calculations.
	Technology	Ability to use basic equipment e.g. photocopier, video.
<b>Communication</b>	Written	Ability to write basic reports
	Verbal	Ability to use clear language to communicate information unambiguously with children and adults Ability to listen effectively
	Languages	Seek support to overcome communication barriers with children and adults.
	Negotiating	Consult with children and other adults
<b>Working with children</b>	Behaviour Management	Understand and implement the school's behaviour management policy.
	SEN	Ability to understand and support children with developmental difficulty or disability
	Curriculum/School organisation	Good understanding of games and activities which support learning
	Child Development	Good understanding of the way in which games and activities can help children develop
	Health & Well being	Understand and support the importance of emotional and physical wellbeing in children. Take responsibility for own wellbeing
<b>Working with others</b>	Working with partners	Understand the role of others working in and with the school.
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults using appropriate communication styles Ability to build open and honest relationships.
	Team work	Ability to work effectively with a range of adults
	Information	Know when, how and with whom to share information

<b>Responsibilities</b>	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	Ability to manage and support the work of others
	Time Management	Ability to manage own time effectively
	Creativity	Demonstrate creativity and an ability to resolve problems independently
<b>General</b>	Equalities	Awareness of and promotion of equality
	Health & Safety	Good understanding of Health and Safety
	Child Protection	Good understanding and effective implementation of child protection procedures
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role

