



Job Description

Name:

Role: Lunchtime Play Leader

Salary Range: Grade 1c – Scp 9-11 dependent upon experience

Hours: 6.15 hours per week term time

Start: ASAP

Review Date: July 2017

Role purpose

Ensure there is a secure and welcoming facility to support and motivate pupils in play activities. Responsible for the health, safety, conduct and well being of all pupils.

You will plan and deliver engaging, structured play activities for all pupils during the lunch period, ensuring that all pupils needs are catered for.

At times you may be requested to ensure the smooth running of the meal arrangements by anticipating and dealing with problems.

Commitment to diversity

As a member of the school team, to take individual and collective professional responsibility for championing the STEP Academy Trust's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Additionally, to commit to continually developing personal understanding of diversity.

Support for pupils

- Take the lead in engaging pupils to join in with lunch time activities.
- Setting challenging and demanding expectations and promote self-esteem and independence.
- Teach games and implement good behaviour in the playground.
- Ensure that pupils are not in the building when they should be outside.
- Establishing constructive relationships with pupils and interacting with them according to individual needs.
- Promoting the inclusion and acceptance of all pupils.
- Encouraging pupils to interact with others and engage in activities.
- Supervise a class during wet playtimes, ensuring that all children are engaged in an activity.

Support for the school

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop.
- Attending relevant meetings as required.
- Participating in training and other learning activities and performance development as required.
- Contributing to the overall ethos/work/aims of the school.
- Appreciating and supporting the role of other professionals.

Health and Safety

- Deal with minor accidents in the playground or hall – medical assistance can be sought from the designated First Aider.
- Supervise pupils during Fire Drill (real or practice) or any emergency situation.
- Follow the appropriate procedure when a pupil is sick as well as cleaning it up. Ensure the Administration Officer in the office is informed.
- Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

Data protection

- Being aware of the Trust's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
- Maintaining client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

Confidentiality

- Being expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the Trust's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are also internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Safeguarding Children and Safer Recruitment

David Livingstone Academy is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

An ENHANCED DBS check is required for this post.

This Job Description is subject to annual review and alterations may be negotiated to reflect the changing needs of the school.

Signed: _____

Date: _____

Person Specification Lunchtime Play Leader

Essential		Desirable
1	Understanding of relevant policies/codes of practice and awareness of relevant legislation.	
2	Commitment to and understanding of Equal Opportunities.	
3	Basic understanding of child development and learning.	
4	High level of organisational skills and an ability to take on new things	
5	Confidence in dealing with young people, maintaining discipline and motivation.	
6	Work constructively as part of a team	
7	Participate in development and training opportunities	
8	An equable temperament and good sense of humour	
9	Ability to work effectively under pressure	
10	A commitment to equality of opportunity for all pupils	
11	A major commitment to quality and excellence	
12	An enhanced DBS disclosure	