



Tudor
ACADEMY



Job Description

Role purpose

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

Support and develop team, encouraging staff to contribute to the overall ethos/work/aims of the school.

Commitment to diversity

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

Financial Dimensions

Purchasing of food and play materials

Key areas for decision making:

Ensure adequate staffing levels, arranging temporary staff cover as and when necessary. Assist in the recruitment of new staff as required.

Support for the school

- Purchasing of food items and play materials within agreed budget;
- Drawing up menus, cooking, supplying and providing refreshments to children in line with government food hygiene standards;
- Ensuring safe, creative, appropriate play opportunities in a safe and caring environment;
- Carrying out day to day administration, record keeping, ordering and purchasing material and equipment;
- Encouraging parental involvement and support of the club;
- Initiating close liaison with parents, carers, and other childcare and play related agencies;
- Arranging and attending meetings as appropriate;
- Having an understanding of the National Standards and the ability to meet them;
- Understanding children as individuals particularly the characteristics, needs and interests of each age group;

- Valuing each child's background and experiences;
- Treating all children with sensitivity and fairness and respecting confidentiality.
- Managing and leading a team of Play Workers in the effective organisation and operation of the Out of School Clubs.
- Prepare, maintain and use resources required to meet requirements and assist pupils in their use.
- Ensure the pupils are always supervised, arrive punctually to their classroom, and the area is tidied up each day. Ensure the playground equipment is used and stored properly.
- Be punctual and reliable.
- Support and develop team, encouraging staff to contribute to the overall ethos/work/aims of the Trust. Reflect with team on successes and issues of concern. Induct new staff in policies and procedures as part of a team. Cover absences. Co-ordinate rotas and timetables.
- Keep up-to-date records and an accurate register, ensuring the correct number of pupils are present.
- Provide feedback to teachers on pupils' achievement, progress, problems etc. as and when necessary.
- Attend and contribute to meetings held with parents to discuss any concerns.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required. Participate in training and other learning activities and performance development as required.
- 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.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to the Trust's Equal Opportunities policies.
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.
- Carry out risk assessments, fire drills etc. as required.
- Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

Support for pupils

- Ensure the safety, security and wellbeing of all the children at all times
- To be prepared to plan, prepare and lead children's activities/sessions in the Out of School clubs.
- To lead the staff teams in strategies to support the children's social and emotional development.

- Ensure that the meal/play arrangements comply with all the Trust's policies and provide a safe and stimulating environment for pupils, including those with special needs.
- Support pupils in meal/play arrangements.
- Administering first aid as necessary and ensuring the well-being of sick children;
- Ensure that pupils are safely delivered to parents and or named carers.
- Ensure that the pupils maintain a high level of hygiene.
- Ensure that pupils who have special dietary needs receive the correct meal.
- Establish constructive relationships with pupils and interact with them according to individual needs. Promote the inclusion and acceptance of all pupils. Ensure pupils are dressed appropriately for the weather (checking coats are fastened).

Confidentiality

You are 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 internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Equalities

The STEP Academy Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Health and safety

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

To contribute as an effective and collaborative member of the Academy Team

- Participating in training to be able to demonstrate competence.
- Undertake first aid training.
- Participating in the ongoing development, implementation and monitoring of the service.
- Championing the professional integrity of the Academy.
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on the Trust's policies and interventions.

Data protection

- Being aware of the Trust's responsibilities under the General Data Protection Regulation 2018 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.

Safeguarding Children and Safer Recruitment

Tudor 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.

Person Specification – Play Manager.

Essential	
1	NVQ Level 3 or equivalent qualification and 2 years experience of working with 5-11 year olds.
2	Understanding of relevant policies/codes of practice and awareness of relevant legislation.
3	Commitment to and understanding of child development and learning.
4	Basic understanding of child development and learning.
5	Knowledge of food hygiene.
6	Ability to use and maintain an online register/payment system
7	Good numeracy/literacy and communication skills.
8	Confidence in dealing with young people, maintaining discipline and motivation.
9	Ability to self-evaluate learning needs and actively seek learning opportunities.
10	Ability to relate well to children and adults.
11	Work constructively as part of a team.
12	Ability to cook meals.
13	Ability to manage a small team.
14	Working with or caring for children of relevant age.
15	Prior budgetary experience is essential.
16	Willing to undertake first aid training and maintain a valid first aid certificate.
17	An enhanced DBS disclosure