



TEACH POOLE – MULTI ACADEMY TRUST

JOB DESCRIPTION

Job Title:	Lunchtime Playleader
School:	TEACH Poole
Salary Grade:	Grade C (Point 3-4)
Responsible to:	Senior Midday Supervisor
Responsible for:	N/A
Contracted Hours and Working Times:	Canford Heath Junior School - Mon to Fri 11.55am – 1.00pm 5.41 hours per week (5 hours 25 minutes) Term time plus 3 inset days Canford Heath Infant School – Mon to Fri 11.55am – 1.15pm 6.66 hours per week (6 hours 40 minutes) Term time plus 3 inset days Haymoor Junior School – Mon to Fri 11.55am – 1.05pm 5.83 hours per week (5 hours 50 minutes) Term time plus 3 inset days

Main Job Purpose

- 1) Ensure the safety, general welfare and conduct of pupils during the midday break period.
- 2) Assistance may also be given to school staff with basic cleaning and some practical duties in and around dining areas.
- 3) Encourage and develop safe, purposeful and creative play during the lunchtime break which supports the aims and values of the school and enriches the pupils' learning.

Main Responsibilities and Duties

- 1) Work as part of the lunchtime team and specifically with other Midday Supervisors and Playleaders.
- 2) Work with the Deputy Headteacher and others to develop play awareness and opportunities.
- 3) Supervise the movement of pupils to and from dining areas, including any personal hygiene requirements.
- 4) Where necessary, assist pupils with the collection of food and/or the return of trays or other items to the service counter.
- 5) Where necessary, assist pupils with the proper use of cutlery, drinking facilities or other aspects of the midday meal.
- 6) Maintain good order in dining areas. Assist in the clearance of any spillages and wiping down, cleaning or resetting of tables as appropriate.
- 7) Assist in the setting up and removal of furniture where necessary.

- 8) Engage children in purposeful play and fitness activities.
- 9) Teach play skills and specific games and activities.
- 10) Help support children with their personal, social and emotional development needs.
- 11) Supervise pupils in designated areas of the school during the midday break and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.
- 12) Monitor the behaviour of children at all times in conjunction with the school's policy on discipline and behaviour and Rights' Respecting Agenda. Refer to a senior member of staff where necessary.
- 13) To be aware of and ensure that the school's anti-bullying policy is followed.
- 14) Attend to minor incidents and report and record any incidents or untoward events as necessary using the school's agreed procedure.
- 15) Take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance. Supporting the school's first aid procedures by reporting any and every accident/injury to the identified First Aider, who will record the incident.
- 16) Ensure that pupils do not leave the school without permission.
- 17) Support the school's security procedures by challenging anyone on the premises without a school visitor ID badge and ensuring that the school office is informed.
- 18) Support the school's fire and emergency procedures by being familiar with the instructions for staff and children located in all the teaching areas and taking appropriate action should the need arise.
- 19) Retain the confidentiality of all aspects of school life.
- 20) Be aware of Health and Safety issues in accordance with safe practice and Health and Safety legislation.
- 21) Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- 22) Comply with all decisions, policies and standing orders of the school, the Trust and the Borough of Poole; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- 23) Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure.

Supervision and Management of People

- 1) Little or no supervisory responsibility other than assisting work familiarisation of peers and new recruits.

Knowledge and Skills

- 1) No formal qualifications or previous experience required, but the ability to establish positive expectations of pupil behaviour, good relationships with staff and pupils, and a sensitivity to pupils' personal needs is important.
- 2) Excellent understanding of Child Safeguarding issues.

Creativity and Innovation

- 1) Some scope for creativity and innovation in relation to play ideas and implementation, in line with the schools policies and procedures.

Contacts and Relationships

- 1) There is a high level of interaction with individuals and groups of pupils. Relationships will be managed within agreed policies and procedures. There is some scope for dealing with issues where the outcome may not be straightforward.
- 2) Contacts with other school staff over general routine issues, and reporting on any incidents over the lunchtime period to the line manager.

Decisions

- 1) The post holder will be supervising the movement and conduct of pupils and be expected to intervene as appropriate to establish safe and proper behaviour.
- 2) The post holder will need to exercise discretion in referring problems to a senior member of staff.

Resources

- 1) The Playleader may use a number of educational toys and equipment. The Playleader will be responsible for ensuring appropriate use of this equipment by pupils. Any breakages must be reported to the line manager.
- 2) If personal protective clothing is supplied, it must be worn at all times, as provided, and maintained at an appropriate standard.

Work Environment

- 1) The post may require moderate physical effort, as some movement of lunchtime equipment and tables may be required.
- 2) The post holder may be required to work outside in moderately adverse conditions.
- 3) The post holder will be expected to deal with challenging behaviour from pupils and may be required to attend to pupils with sickness and/or toileting problems.

Prepared By: TEACH Poole
Date: July 2019



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PERSON SPECIFICATION

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ATTRIBUTES	CRITERIA	METHOD OF ASSESSMENT
Experience	<ul style="list-style-type: none"> • Experience in supervising children in a school environment 	Application form Interview References
Qualifications & Training	<ul style="list-style-type: none"> • GCSE level or equivalent qualifications or experience • Willingness to attend school based training 	Application form Certificates Interview
Aptitudes and Abilities	<ul style="list-style-type: none"> • Ability to establish positive expectations of pupils' behaviour and a sensitivity to pupils' personal needs • Good interpersonal skills • Ability to work under own initiative • Creativity and ability to teach children new games • Ability to manage some challenging behaviour from pupils • Ability to handle confidential information with discretion and sensitivity. 	Application form Interview References
Knowledge	<ul style="list-style-type: none"> • Understanding of basic first aid procedures • Knowledge of school's behaviour and management policy and procedures (training provided in school) • Knowledge of school's fire and emergency procedures (training provided in school) • Knowledge of Child Safeguarding procedures (training provided in school) 	Application form Interview References
Attitude / Motivation	<ul style="list-style-type: none"> • Self motivated • Team player 	Application form Interview References
Other Factors	<ul style="list-style-type: none"> • A flexible and adaptable approach • Commitment to Equal Opportunities • Enhanced DBS check 	Application form Interview References DBS process