The James Cambell Primary School

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**Job Description**

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| **POST HELD:** | Play Leader (relief) |
| **SALARY SCALE:** | Scale 1 point 2 £12.94ph |
| **WORKING HOURS:** | N/A (paid hourly as needed between -11.30am-1:30pm) |
| **REPORT TO:** | Senior Play Leader |
| **RESPONSIBLE FOR:** | Supervising children during lunchtimes |

**The role**

Play Leaders have a very important role within the school and the contribution they make to the management of the school, and the care and welfare of the children, is valued very highly. Children who are happy and well cared for at lunch time start the afternoons refreshed and ready to learn. Pupils don’t stop learning when they leave the classroom. Lunchtime is another learning opportunity that we always aim to capitalise on. It’s an opportunity to help pupils put into practice some of those messages that are delivered as part of our PSHE curriculum. It is what we call the ‘social curriculum’ and how we can support character education which includes learning about teamwork, volunteering, determination and respect.

**Main Purpose of the Job:**

* Support pupils during their lunchtime activities.
* To assist children, when required, to eat or support them in preparing their own food ready for eating (i.e. cutting up large items).
* Be aware of and support differences to ensure all pupils have equal access to opportunities through play.
* Work under the guidance of the class team in the implementation of feeding plans to promote effective social time for pupils who have complex needs and barriers to learning.
* Provide general support to the class team in the management and organisation of the pupils in the dining hall and playground, ensuring appropriate support for each pupil.
* Use behaviour management strategies in line with the school’s policy and procedures, which contribute to a purposeful learning environment that is appropriate to the age and needs of pupils.
* Assist the class team in creating and maintaining a purposeful, orderly and supportive learning environment for all pupils.
* Promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop outside.
* To be responsible for promoting and safeguarding the welfare of children and young people within the school.
* To keep daily records of first aid administered, behaviour and sanctions employed, together with any other relevant records that may be needed.
* To provide pastoral care, guidance and routine advice to pupils as appropriate.
* Lead games and activities with the children that are both engaging and purposeful.
* To alert Senior Play Leaders, class teachers and SLT (as appropriate) of any concerns regarding an individual child or group of children.
* Encourage positive interactions between pupils and groups of pupils.
* Be actively involved with the children, taking with them; playing with them and engaging in their activities.
* Treat and speak to all children with mutual respect and trust.

**Main Responsibilities and Tasks:**

* To support working relationship with the pupils, acting as a role model and setting high expectations.
* To engage pupils in discussion and play during social times.
* To supervise pupils whilst eating their lunch.
* To assist pupils and staff in clearing away and tidying the hall.
* To supervise pupils either inside or outside of the school building, being especially vigilant as to the health and safety, welfare and security of pupils in accordance with the school’s behaviour policy.
* Help organise and lead (play with them and think of games to play) play activities for children when they are in the playground or supervise and play with them during indoor wet playtimes.
* Make sure children line up in a quiet and orderly manner before they are brought in for lunch or at the end of lunch time.
* To ensure the acceptable behaviour and safe conduct of pupils by maintaining good order and discipline, dealing as appropriate with all incidents of disorder, ensuring that any disruption is minimised.
* To take appropriate independent action to minimise disruption.
* To ensure pupils’ safety by ensuring that they remain within the school site and are not in any inappropriate parts of the school grounds and/or buildings.
* To offer comfort and support to students who are distressed by any situation.
* To assist in maintaining a calm and respectful atmosphere around the school site.
* To provide first aid treatment to pupils, staff and visitors (after appropriate training).
* To carry out task and duties as required by the line manager appropriate to the grading of the post.
* To be prepared to undertake professional development and training.
* To be able to adopt a flexible approach to meet the varied needs of the pupils and participate in any physical activities as appropriate.

**Wet Lunchtimes**

Any staff outside will be allotted classrooms to supervise. Play Leaders’ timetables will display these allocations. There are wet playtime boxes in all the classrooms, which contain a variety of board games, and construction toys. Please encourage and remind children of good behaviour. The Senior Play Leader will be patrolling and will deal with any problems as they arise. Children must ask for permission to leave the room to go to the toilet visits (individually only). Computer and scissor use is not allowed. Please wait with the children until school staff return at the end of the lunch period.

**Support for the School:**

* To prepare the dining hall ready for lunch.
* To clear the dining hall after lunch.
* Where physical intervention may be needed to ensure the safety of the child and or others. To attend and participate in training opportunities and professional development as required.
* To provide support for pupils’ emotional and social needs by encouraging and modelling positive behaviour in line with school policy.
* To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled and have emotional and behavioural difficulties.
* To be aware of the programme of medication for individual pupils as required and ensure the appropriate support is sought.
* To carry out the duties of first aiders when applicable.
* To follow Health and Safety regulations and guidelines including risk assessment and safety systems.
* Be aware of and comply with policies and procedures relating to child protection, equality and diversity, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils’ wellbeing.
* To maintain confidentiality according to organisational and legal requirements.
* To promptly report any problems in maintaining standards of health and hygiene to the Senior Play Leader.
* To ensure pupils’ transitioning is effectively carried out during lunch times.
* Undertake training and other learning activities and attend relevant meetings as required to ensure own continuing professional development.
* To participate in Employee Development Scheme/Appraisals and contribute to the identification of your own and team development needs.
* Ensure that all holidays are taken during the school holiday schedule and not during term time.
* Ensure that if you are going to be absent for any reason, then you phone the cover supervisor between 7:30am- 8:00am

**Statutory Requirements:**

* This post carries a requirement to have a Disclosure and Barring (DBS) check for Children.