

## JOB DESCRIPTION

**TITLE:** Play leader

**SCHOOL:**

**RESPONSIBLE TO:** Headteacher

**GRADE:** L2

**PURPOSE OF POST:** Under the general direction of the Headteacher, during the midday break, ensure the provision of a range of appropriate activities for pupils during this period.

**ORGANISATION CHART:**

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    Headteacher
      |
    Lunchtime Play Leader
  
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### PRINCIPAL RESPONSIBILITIES:

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1. Plan, organise and supervise a range of lunchtime activities and games for pupils.
2. Organise and deploy members of the MDS team to their activities, ensuring that they have gained an understanding of the activity and that appropriate equipment is available to carry out the activity.
3. Lead the MDS staff in the development of lunchtime games and activities and undertake training to extend knowledge and expertise.
4. Audit, research and order appropriate resources when necessary.
5. Liaise with the Senior Mid-day Supervisor and Headteacher to ensure that there is continuity of provision for the pupils.
6. Ensure that the playground environment is safe and secure for the activities to take place.
7. Monitor the range of games and activities available to the pupils.

### DIMENSIONS:

**Supervisory Management:** None.

**Financial Resources:** Play leader budget.

**Physical Resources:** Play equipment.

**Other:** Responsible for the safety and conduct for a specified number of pupils

**CONTEXT:** All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the

School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

**Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Disclosures are handled in accordance with the CRB Code of Practice which can be accessed from [direct.gov.uk](http://direct.gov.uk)**

**Physical Effort:** Required to lift and handle pupils and their walking aids (walking frames, buggies etc.)

**Working Environment:** May be required to help clear up vomit, food spillages and assist with toileting on a daily basis.

**'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service .**

**'CVs will not be accepted for any posts based in schools.**

## Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable criteria</u> .				
Attributes	Essential	How Measured	Desirable	How Measured
<b>Experience</b>	Demonstrable experience of working with children or young people. Some experience of performing basic cleaning	1,2 1,2	Some experience of working with people with special educational needs.	1,2
<b>Skills/Abilities</b>	Able to encourage, coach and support children with special educational needs. Able to follow guidelines and procedures. Able to communicate and demonstrate ideas clearly and effectively. Able to work effectively as part of a team. Able to work on own initiative.  Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English	1,2 1,2 1,2 1,2  1,2,5		
<b>Competencies</b>	Able to demonstrate appropriate motivation to work with young people  Able to form appropriate relationships with young people  Emotional resilience in working with challenging behaviours  Appropriate attitudes to use of authority and maintaining discipline.	1,2  1,2  1,2  1,2		
<b>Equality Issues</b>	Able to recognise and act on discrimination.	1,2		
<b>Specialist Knowledge</b>	Able to demonstrate an empathy with and understanding of needs of pupils with special educational needs.	1,2		
<b>Education and Training</b>			Play leader training  First Aid training	1,2,4

<b>Other Requirements</b>				
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**( 1 = Application Form   2 = Interview   3 = Test   4 = Proof of Qualification   5 = Practical Exercise )**

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.

**'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau'.**

**'CVs will not be accepted for any posts based in schools.'**

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998)