

## **JOB DESCRIPTION**

Job Title:	<b>Lunchtime Playleader</b>
Job Reference:	<b>SCH009</b>
School:	<b>Bishop Aldhelm's Church of England Primary School</b>
Salary Grade:	<b>C</b>
Responsible to:	<b>Head Teacher</b>
Responsible for:	<b>N/A</b>

### **Main Job Purpose**

- 1) 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 Playleaders.
- 2) Work with the Headteacher and others to develop play awareness and opportunities.
- 3) Engage children in purposeful play and fitness activities.
- 4) Teach play skills and specific games and activities.
- 5) Help support children with their personal, social and emotional development needs.
- 6) Monitor the behaviour of children at all times in conjunction with the school's policy on discipline and behaviour. Refer to a senior member of staff where necessary.
- 7) To be aware of and ensure that the school's anti-bullying policy is followed.
- 8) Supporting the school's first aid procedures by reporting any and every accident/injury to the identified First Aider, who will record the incident.
- 9) Ensure that pupils do not leave the school without permission.
- 10) 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.
- 11) 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.
- 12) Retain the confidentiality of all aspects of school life.

- 13) Be aware of Health and Safety issues in accordance with safe practice and Health and Safety legislation.
- 14) Comply with all decisions, policies and standing orders of the school 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.
- 15) Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure, and to meeting the five outcomes of Every Child Matters.

### **Supervision and Management of People**

- 1) 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.

### **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.

## **Work Environment**

- 1) The post may require moderate physical effort.
- 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: Human Resources  
Date: September 2008

## **PERSON SPECIFICATION**

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School:	<b>Bishop Aldhelm's Church of England Primary School</b>

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