

HUMMERSKNOTT ACADEMY TRUST
Skerne Park Academy
JOB DESCRIPTION

POST TITLE : Play Leader

GRADE : Band 1 Scale Point 3 (£9.36 per hour)

REPORTING RELATIONSHIP The post holder will be a member of a multi-disciplined team, under the leadership and supervision of the Head Teacher.

JOB PURPOSE : To work under the direct instruction of the Head Teacher, to assist with the care and welfare of pupils before and after school and during lunchtime.

MAIN DUTIES/RESPONSIBILITIES

In co-operation with the Head Teacher, the post holder will, to a level reflected by the grade of the post:-

1. Supervision of pupils on site in line with school policy and procedures.
2. Deal with all injuries ensuring the pupils receive appropriate care and attention when sick or injured.
3. Interact with children socially, building good interpersonal relationships, initiating and playing learning games.
4. Encouraging good behaviour and conduct of all pupils in line with school policy.
5. Participate in the ordering of stock for before and after school clubs.
6. Facilitate and encourage playground games.

Support the school by

1. Being aware of the schools policies and procedures.
2. Being 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.
3. Being aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
4. Contributing to the overall ethos/work/aims of the school.

5. Attending relevant meetings as required.
6. Participating in training and other learning activities and performance development as required.
7. Accompanying teaching staff and pupils on visits, trips and out of school activities as required.
8. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
9. Undertaking any other relevant duties commensurate with the grading of the post which from time to time may be required by the Headteacher.
10. Carrying out your duties with full regard to the Academy's Equality Policy and Race Equality Scheme.
11. Complying with Health and Safety policies, organisations statements and procedures report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES.

*THIS POST IS SUBJECT TO ENHANCED DBS DISCLOSURE.
THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS*

Date:

HUMMERSKNOTT ACADEMY TRUST
Skerne Park Academy
PERSON SPECIFICATION – Play Leader

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	GSCE Maths and English or equivalent with good written and verbal communication skills	AF/I	D1	Experienced / trained First Aider	AF/I
	E2	Hold a valid first aid certificate or be willing to train as a first aider	AF/I			
Experience & Knowledge	E3	Experience of working with children of relevant age	AF/I	D2	Experience of basic administrative tasks and processes	AF/I
	E4	Ability to complete reports (for example accident and incident reports)	AF/I	D3	Previous relevant experience	
				D4	Knowledge of health & safety practices at work relating to spillages, trips and falls.	
				D5	Knowledge of safeguarding procedures and practices.	

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Skills	E5	Ability to work in a team and independently	AF/R/	D6	Ability to use computers and educational software packages	AF/I
	E6	Ability to communicate with wide range of people, i.e. parents, teachers, pupils, other professionals	AF/R/I			
	E7	Ability to manage time effectively and work to deadlines.	AF/R/I			
Personal Attributes	E8	Ability to promote fairness and a positive role model to pupils	AF/R/I			
	E9	Ability to demonstrate enthusiasm, sensitivity and a caring attitude whilst working with children and have consistently high expectations.	AF/R/I			
	E10	Willingness to take part in extra curricular activities.	AF/R			

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Special Requirements	E11	To comply with the Trust No Smoking at Work Policy, Alcohol at Work and Health and Safety Policies	I			
	E12	Motivation to work with children	AF/I/R/D			
	E13	Ability to form and maintain appropriate relationships and personal boundaries with children	AF/I/R/D			
	E14	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	AF/I/R/D			

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References