



Job description and Person Specification for

Play Leader at Lunchtime and After School

To work under the instruction/guidance of the after school club leader/senior staff to undertake work/care/ support programmes, to enable access to lunchtime activities and to assist the club leader in the management of pupils and activities during the after school club. Work may be carried out outside or in the inside club areas.

SUPPORT FOR PUPILS

- Ensure that the meal arrangements comply with all school policies and provide a safe environment for pupils, including those with special needs.
- Organise and engage in playtime activities with pupils across the key stages.
- Ensure that the pupils move through school quietly and behave in an orderly way at lunchtime and during after school club.
- Ensure that pupils eat their meal in a socially acceptable way.
- Encourage pupils to be independent in clearing away after a meal.
- Establish constructive relationships with pupils and interact with them according to individual needs. Promote the inclusion and acceptance of all pupils.
- Ensure pupils are dressed appropriately for the weather.
- Make sure that toilets are used sensibly.
- Ensure that pupils are not in the building when they should be outside.
- Encourage good behaviour in the playground (follow the appropriate policy).
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in organised activities
- Administer first aid where appropriate

SUPPORT FOR THE CLUB LEADER

- Create and maintain a purposeful, orderly and supportive environment, in accordance with the school policies
- Use strategies, in liaison with the club leader, to support pupils at the after school club
- Assist with the planning of activities (and adapt where necessary/required)
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers: through varied communication
- Provide clerical/admin. support e.g. photocopying, typing, filing, sorting money, administering coursework etc

SUPPORT AT LUNCHTIME

- Create structured activities/games, adjusting activities according to pupil responses
- Promote and reinforce children's self esteem
- Be responsible for the safe use and storage of equipment
- Prepare, maintain and use equipment/resources required to meet the learning activity and assist pupils in their use
- Comply with all the school decisions, policies and procedures

SUPPORT FOR THE SCHOOL

- Be 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including after school and at lunchtime
- The post holder will be expected to challenge behaviour of pupils, and may be required to attend to pupils with soiled clothing due to sickness or toileting problems.
- 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 level of responsibility entailed.

PERSON SPECIFICATION

EXPERIENCE

- Experience of working in a school or similar establishment

QUALIFICATIONS/TRAINING

- Food hygiene certificate (training can be provided)
- Good interpersonal skills and an ability to communicate well with pupils
- An understanding of the elements of a healthy snack
- An understanding of the school's behaviour management policy and procedures and an ability to implement them
- Good understanding of Child Protection issues
- First aid training as appropriate
- Willingness to attend training

KNOWLEDGE/SKILLS

- Effective use of equipment to enable a variety of activities for the children
- Use of other equipment technology – video, photocopier
- Understanding of relevant policies/codes of practice and awareness of relevant legislation
- The post holder may be required to exert moderate physical effort, as some movement of equipment will be required
- Basic understanding of child development and learning
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

The hours of employment for this position will be

5 days per week term time only from

In addition the post holder will be required to work one INSET day per year.

The rate of pay will be £ to £ per hour, depending on experience,
43.36 weeks per annum.

Employee Name: (Print)

Employee Signature: **Date:**

Line Manager **Date:**

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