



# Wohl Ilford Jewish Primary School

## Job description: Midday Play Leader

Wohl Ilford Jewish Primary School (WIJPS) is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

### **Job details:**

**Salary:** £12.59 per hour

**Hours:** Monday – Friday 11.45 am – 1.30 pm

**Reporting to:** The Lunchtime Play Leader will be under the line management of the Headteacher and under the day-to-day supervision of the School Administrator.

### **Function of the post and role of the Midday Play Leader**

The Midday Play Leader will be part of a team that is responsible for supervising pupils and the school's premises during the midday break to ensure that the lunch break runs effectively and that the safety and welfare of pupils is maintained. They will supervise the pupils in the lunch area, playground and classrooms (for wet play), encourage pupils to eat their lunch, and support positive playtime experiences for all pupils.

### **Responsibilities of the Midday Play Leader**

Supporting Pupils:

To be responsible for the safety, welfare and discipline of the pupils in a designated area of the school, as directed/timetabled, during the lunchtime period.

To adhere to the policy and practice of the school behaviour policy; to create opportunities for positive play; to be familiar with kashrut and ensure that all aspects of kosher meals are met and respected; encourage pupils to eat sensibly and with good manners, following rules instilled in the school; listen to pupils and address their concerns sensitively; resolve conflicts in a constructive manner; ensure a happy, safe and clean environment is enjoyed at all times and encourage children to treat the dining area with respect – clearing away any mess and picking up litter.

To liaise with Mrs Frankel (first aid lead), with regards to all medical issues, ensuring that she or another first aider is immediately made aware in the event of an emergency.

To participate in any play-leader initiatives, as required, encouraging collaborative play to support the individual needs of all pupils including working with individual pupils who require lunchtime support.

Supporting Class teachers:

To ensure that pupils are dismissed to an appropriate member of staff at the end of the lunch break and any incidents or concerns are shared with the class teacher, or other relevant member of staff before going off duty.

To supervise the wet lunchtime arrangements: Organising the groups that pupils are allocated to; supervising games and activities; ensuring that the classroom is left neat and tidy.

Support for the School:

- Supervise pupils in the dining hall and plan for the delivery of organised play time activities, including organisation and close observation of pupils using equipment;
- Appreciate and support the role of other professionals – working with school support staff, office staff and kitchen staff;
- Attend meetings as required;
- Participate in training and other learning activities and performance management as required;
- Assist teachers by receiving instructions directly from professional or specialist support staff involved in the children's education re: behavioural expectations or SEND.

Team working:

- Develop and sustain effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support from colleagues across the school;
- Discuss and agree with School Administrator/SENCO, the support that individual pupils might need during lunchtime provision;
- Ensure the need of every pupil with an Education Health and Care Plan, or SEND pupil is met appropriately;
- Identify any pupil causing concern in the hall or on the playground and report to the class teacher, HLTA, key stage leader, SENCO or HT as appropriate;
- Store safely and tidily any/all equipment provided by the school;
- Ensure that classes used for wet-play provision are left clutter free, tidy and work displayed is not damaged or compromised during time of supervision;
- Participate in annual performance appraisal and agree any changes in role or targets for the following year.

### **Personal and professional conduct**

All school staff employed at WIJPS should demonstrate, consistently, high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the standard for conduct at our school:

- To treat pupils with dignity, building relationships rooted in mutual respect and, at all times, observe proper boundaries appropriate to a professional position in a school;
- To have regard for the need to safeguard pupils' well-being, in accordance with statutory provision;
- To show tolerance of and respect for the rights of others;
- To have a commitment to supporting and understanding pupil needs;
- To uphold and promote the ethos and values of the school;
- To maintain confidentiality at all times;
- To have a commitment to safeguarding, equality, diversity and inclusion;

- To have professional regard for the ethos, policies and practices of the school and maintain high standards regarding attendance, punctuality and dress code;
- To carry out duties and responsibilities of the post, in accordance with the school’s Health & Safety Policy and relevant Health and Safety guidance and legislation;
- To act as a role model to pupils in punctuality, politeness, the showing of respect;
- The ability to respond quickly and effectively to issues that arise; to use your initiative and take action accordingly;
- To effectively communicate with adults and children;
- To have a firm but fair approach to handling behaviour issues in line with the school’s policies;
- Ability to build effective working relationships with colleagues;
- To be vigilant at all times;
- To be on duty at the designated position ensuring that pupils are not left unattended; to not leave the designated position (unless in an emergency) without obtaining permission from the School Administrator or other appropriate member of office staff via the two-way radio;
- To be able to use efficiently the two-way radio;
- To attend in-service training as required;
- To be aware of and follow school policy and procedures.

**Orthodox Jewish Ethos**

To maintain, promote and contribute to the Orthodox Jewish ethos of the school and the development of the Orthodox Jewish life of the school in accordance with the school’s aims and mission statement, ensuring that kashrut is observed.

Staff dress code: Staff are expected to act as role models to pupils and should dress smartly at all times in keeping with the school ethos as defined in the Staff Handbook.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may be reasonably required by the Headteacher and deemed appropriate to the role and responsibilities of a Lunchtime Play Leader with particular awareness of safeguarding and health and safety.

The job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job description or the duties contained within may vary, or be amended from time to time without changing the level of responsibility associated with the post. This document sets out the key elements of the post. This job description will be reviewed every year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

PLEASE SIGN BOTH COPIES OF THE JOB DESCRIPTION FOR A LUNCHTIME PLAY LEADER.  
RETAIN ONE AND RETURN THE OTHER TO THE SCHOOL ADMINISTRATOR

Employee name.....

Signed.....

Date.....