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T.E.A.M EDUCATION TRUST

Model Village Primary School

**JOB DESCRIPTION: LUNCHTIME PLAY LEADER**

**Contract: Permanent, 2hrs 5 day a week, Term Time only**

**Pay Scale**: **Grade 4 Pt 3 FTE £24,027 (pro-rata for term time and part-time hours)**

**Responsible to: Senior Midday Supervisor and Vice Principal**

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| **Key Responsibilities** |

Work as part of the lunchtime team and specifically with other Midday Supervisors (MDSA) and Play leaders.

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| **Core Requirements of the post** |

Lead, support, 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.

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| **General Duties** |

* Work with the Assistant Head teacher and others to develop play awareness and opportunities
* Maintain, organise and carry out the replenishment of resources.
* Purchase resources as required.
* Seek funding sources.
* Collect resources (eg by contacting supermarkets and businesses, visiting shops for offcut materials etc)
* Supervise pupils in designated areas of the school (including playground or external spaces) during the lunchtime break, including supervision of pupils indoors on wet lunchtimes.
* Attend relevant training as required.
* Engage children in purposeful play and fitness activities.
* Teach play skills and specific games and activities.
* Help support children with their personal, social and emotional development needs.

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| **Whole School Ethos** |

* Monitor the behaviour of children at all times in conjunction with the school’s policy on discipline and behaviour and Rights’ Respecting Agenda. Refer to a senior member of staff where necessary.
* To be aware of and ensure that the school’s anti-bullying policy is followed.
* Supporting the school’s first aid procedures by reporting any and every accident/injury to the identified First Aider, who will record the incident.
* Ensure that pupils do not leave the school without permission.
* 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.

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| **Safeguarding and Child Protection** |

* 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.
* Retain the confidentiality of all aspects of school life.
* Be aware of Health and Safety issues in accordance with safe practice and Health and Safety legislation.
* Comply with all decisions, policies and standing orders of the school and the Borough of Mansfield Woodhouse; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
* Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school’s agreed procedure.
* Initiate, contribute to, or respond in a timely manner with respect to child safeguarding procedures
* Make effective use of all resources, including ICT and personnel
* Contributes towards the School’s Vision and Values, particularly promoting the careers, enterprise and developing positive outcomes for all our learners
* Understands and works to the expectations set out within the Trust/school policies.
* Use the performance management process to drive school improvement through the raising of standards of teaching and learning
* Promote the wider aspirations of the school
* Has up to date knowledge of relevant legislation and guidance in relation to working with and the protection of young people.
* Displays commitment to the protection and safeguarding of young people.
* Values and respects the views and needs of young people.
* Is willing to work within organisational procedures and processes and to meet required standards for the role.
* Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children.

This job description is provided to assist the post holder to know their principal duties. It may be amended from time to time in consultation with you without change to the level of responsibilities appropriate to the grading of the post.