



Kaizen Primary School

Job Description

Play Leader / Lead Midday Assistant

The purpose of the post: To ensure the security, safety, well-being, and care of the pupils of the school having due regard to the school's aims, objectives, schemes of work and policies, and relevant national requirements. To promote the social, emotional and physical development of children during the lunch time period and to share in the corporate responsibility for the well-being and discipline of all pupils.

Equal Opportunities:

Eko Trust has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

Kaizen Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school. All concerns are passed through the members of staff who are trained as "Designated Child Protection Officers" in school in compliance with the "sharing of information" guidance.

Lead Midday Responsibilities:

- Supervise pupils during lunch, ensuring safety and well-being.
- Report to Team Leader for guidance, support and leadership.
- Encourage positive behaviour and the well being of all children.
- Provide emotional support and engage children in activities.
- Organise the dining hall, promote good behaviour while eating lunch, assist with meals, and keep the dining hall safe and engaging.
- Supervise playground, ensure orderly conduct, engage in conversations, and oversee all areas.
- Supervise pupils on school premises to keep them safe and adapt the provision during inclement weather.
- Participate in training, appraisals, and other duties as required.

Play Leader Responsibilities:

- Develop stimulating indoor/outdoor activities for learning.
- Ensure staff understand and follow safety policies.
- Maintain confidentiality, especially regarding child protection issues.
- Plan and monitor activity effectiveness.
- Deploy staff effectively and provide appropriate support.
- Establish positive relationships with children.
- Organise routines and manage behaviour positively.
- Supervise all areas where children are present.
- Recognise and celebrate children's achievements.
- Set up and teach children to tidy up activities.
- Maintain links with parents and community.
- Attend meetings and training.
- Contribute to school policies.
- Administer first aid if qualified.
- Handle administrative tasks.
- Support and guide staff, trainees, and volunteers.
- Undertake any other reasonable duties for smooth service operation.

Play Leader / Lead Midday Assistant Person Specification

Essential Requirements

Qualification

NVQ Level 3 (Childcare or Play) or equivalent.

Experience

Two years post qualification practical work with children and young people including with disabilities, special educational needs and or challenging behaviour.

Organising a wide range of activities with children and young people in an empowering way supporting them to plan, organise and run their own creative play activities facilitated by you.

Dealing with unforeseen circumstances including emergencies and the supervision of others.

Leading an effective team including the support and supervision of others,

Knowledge, Skills and Abilities

Ability to communicate effectively with children and young people within informal settings.

An understanding of the needs of children and young people living in a multicultural, inner city area.

Ability to communicate effectively verbally and in writing to colleagues, parents and other professionals as required with a clear understanding of confidentiality and professional boundaries.

Ability to maintain accurate written and computer records and financial procedures.

Sound knowledge of the Every Child Matters agenda, anti discriminatory practise, child protection and health and safety procedures.

Ability to organise yourself and others to maintain the smooth running for the service.

Attitude

A proactive approach to the delivery of high quality services including participation in training days, staff meetings and 1:1 support sessions.

A commitment to self development through adult learning opportunities.

A commitment to the personal and professional development of others.

A commitment to the principle of equality of opportunity and an ability to translate theory into practice in your day-to-day roles and responsibilities.

Ability to flexibly adapt to and meet the challenges of change.

A flexible approach to working patterns to meet the demands of the service and/or its users – acting as a role model of staff and children.

A reliable person who is punctual and good at time keeping.

Other

Willingness to undertake further training required for the role including NVQ Level 4 or equivalent.

Desirable Requirements

Recognised and current certificate in First aid, food hygiene and Health and Safety.

Ability to speak a second language other than English.