



# Changing Lives Learning Trust

RESPECT · RESILIENCE · ACHIEVEMENT · OPPORTUNITY

## JOB PROFILE

<b>POST TITLE:</b>	<b>Play Lead</b>
<b>JOB PURPOSE</b>	Lead, support and supervise the promotion of positive play at lunchtime. Providing lunchtime activities and supervision whilst securing the safety and welfare of pupils during the midday break. This will involve effective supervision of pupils in and around the school.
<b>GRADE:</b>	Band B
<b>RESPONSIBLE TO:</b>	<b>School Business Manager</b>

## MAIN DUTIES AND RESPONSIBILITIES

We expect Play Leaders to make the pupils of our school their first concern, and are accountable for ensuring the highest possible standards in their work and conduct. In this role, you will need to act with honesty and integrity and forge positive professional relationships; and work with all staff in the best interests of our pupils

- To provide a safe, caring and stimulating environment for children.
- To work to provide good quality play opportunities for groups of children during the daily lunchtimes
- To work in partnership with school staff to promote the well-being of the children
- To work as a part of the lunchtime supervisory team
- To plan, organise and provide safe creative and appropriate play activities for groups of pupils across the school
- To maintain the school playgrounds and playtime equipment to an agreed standard of cleanliness and hygiene, before, during and at the end of each session, to ensure the wellbeing of the children
- To work within a positive behaviour framework supporting and implementing the school's policies and procedures
- To ensure that high standards are maintained in the organisation of lunchtime play, including how the resources (staff, premises and equipment) are used to ensure the needs of the children are met
- To set up play equipment at the start of lunchtime and ensure it goes away at the end of the session
- With the other lunchtime staff, to ensure that children, have access to appropriate activities to support their physical, emotional, social and intellectual development
- To work with other staff to promote healthy eating when relevant
- To inform a member of the senior leadership team of any concerns e.g. regarding children, staff or the safety of equipment, preserving confidentiality as necessary and working within agreed guidelines, to ensure the wellbeing of the children.
- To supervise children, with appropriate activities, under the direction of

- the senior leadership team when lunchtimes are wet
- To administer first aid if applicable
- To keep confidentiality of lunchtime and school incidents, events, occurrences
- To perform such other duties as may be commensurate with the grade and nature of the role.



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## General

- Comply and assist with the development of policies and procedures relating to health, safety, data protection and confidentiality, reporting all concerns to an appropriate person.
- To adhere to the Trust/academy Health and Safety Policy including risk assessment and safety systems.
- Participate in training opportunities and professional development as required.
- Support the Trust's academies at events as and when required.
- Develop constructive relationships and communicate with other agencies/professionals.
- Contribute ideas on new and innovative business opportunities that could improve the effective functioning of the Trust.

## Trust

All Multi Academy Trust staff are expected to:

- Undertake other such reasonable duties as may be required from time to time.
- Work towards and support the Sponsors' and CEO's vision and the objectives of Development Plans.
- Support and contribute to the MAT's responsibility for safeguarding students.
- Work within the MAT's Health and Safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the MAT's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with students, parents, colleagues, Members, Trustees and members of Local Governing Boards at all times.
- Actively engage in the MAT's performance management process and take responsibility for their own professional development.
- Adhere to MAT policies and procedures as set out in the staff handbook and other guidance documentation which is available to all staff via the trust networks.

This job description should be seen as enabling rather than restrictive and may be subject to regular review to reflect the changing priorities and objectives of the annual MAT Development Plan.

All staff of the MAT are expected to comply with any reasonable request from a leader to undertake work of a similar level and/or type that it is not specified in this job description.

## PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications and Experience</b>		
Teaching assistant qualification	Y	
Evidence of continuing professional development	Y	
Mental Health training		Y
Have a good understanding of safeguarding	Y	
To hold a paediatric first aid qualification or be prepared to attend training to achieve		Y
<b>Experience</b>		
A good understanding of primary practice	Y	
The experience of supporting students of differing abilities	Y	
An understanding of different mental health issues/illnesses	Y	
Experience of organising and leading play activities	Y	
<b>Knowledge and Skills</b>		
Have high expectations of behaviour	Y	
A competent user of ICT		Y
A good understating of how physical activity boosts mental health	Y	
Ability to lead a range of physical games and activities	Y	
<b>Professional Characteristics</b>		
Have a nurturing personality	Y	
Be a good, clear communicator	Y	
Excellent organiser	Y	
An ability to encourage and motivate children	Y	
Enthusiasm	Y	
The drive to make a difference	Y	

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_