



Hemlington Hall Academy
Briscoe Way
Hemlington
Middlesbrough
TS8 9SJ

Tel: 01642-591171

Email: admin@hemlingtonhallacademy.co.uk

Website: www.hemlingtonhallacademy.co.uk

Headteacher: Mrs KL Edmenson



JOB DESCRIPTION - Play Leader

POST TITLE: Play Leader

GRADE/SPINAL COLUMN POINT: B7-9

REPORTS TO: Line Manager: Senior Supervisor June Walker

1. PURPOSE OF JOB:

To be responsible to the head teacher for the operation and development of children's lunch break to ensure its smooth and effective running.

2. MAIN RESPONSIBILITIES:

- To carry out a range of duties indoors and outdoors creating a safe and positive environment for Primary aged children of different abilities.

Organisation

- Assist with setting up / clearing away aspects of the dining hall
- Assist with the set up and management of outdoor games and activities
- Be responsible for collecting and using small equipment with children
- Assist with the management of the behaviour of children
- Assist with the tidying of equipment after use.

Administrative duties

- Feedback / reporting any incidences of poor behaviour, child protection concerns and / or Health & Safety concerns

Standards and quality assurance

- Support the aims and ethos of the school
- Set a good example in terms of punctuality, behaviour and attendance
- Advise Supervisor of possible new purchases / replacement equipment to ensure children can be occupied effectively. Simple audits of resources
- Ensuring the maintenance, cleanliness and safety of equipment
- Demonstrate and assist in the safe and effective use of equipment / materials

Other duties and responsibilities

- Be aware of and comply with policies and procedures relating to child protection, basic hygiene, health, safety and security, administration and confidentiality, 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

(Accessible formats available on request)





Hemlington Hall Academy
Briscoe Way
Hemlington
Middlesbrough
TS8 9SJ

Tel: 01642-591171
Email: admin@hemlingtonhallacademy.co.uk
Website: www.hemlingtonhallacademy.co.uk



Headteacher: Mrs KL Edmenson

- Contribute to the overall ethos / work / aims of the school
- Help to establish constructive relationships and communicate with other staff
- Participate in dedicated training, other learning activities and performance development as required

3. SUPERVISION / MANAGEMENT OF PEOPLE

- The postholder will have no direct supervisory responsibilities.

4. CREATIVITY AND INNOVATION

- Assist in the identification of appropriate food / drinks in order to maximise the popularity of services with children
- Encourage children to see the benefits in choosing to take part in effective, structured play
- Devising Team games / Activities and simple rewards for positive participation
- Promote own strengths and interests to lunchtime role to stimulate children's interest
- The postholder has responsibilities for the management of children's behaviour over the lunchtime period, but will work within strict guidelines and procedures. All unacceptable behaviour must be reported immediately to a senior member of staff to take action
- The postholder is required to consult and liaise with Supervisor / Headteacher in all non-routine matters in connection with lunchtime responsibilities.
- Devising ways in which to encourage good table manners and promoting correct use of cutlery.

5. CONTACTS AND RELATIONSHIPS

- Internal contacts: Teachers, support staff, pupils and occasionally parents as customers of the service.

6. DECISIONS

- Discretion: The postholder works within clearly defined rules and procedures.
- Consequences: The postholder's decisions will have a limited and short-term effect but must impact on children's behaviour and enjoyment over lunchtime.

7. RESOURCES

- The postholder will have no responsibility for any resources other than small

8. WORK ENVIRONMENT

- Work demands: Work tasks are interchanged but the set programme is not normally interrupted.
- Physical demands: The post requires basic physical effort, mainly standing and walking. However, there may be occasions when some light lifting and handling are required.

(Accessible formats available on request)





Hemlington Hall Academy
Briscoe Way
Hemlington
Middlesbrough
TS8 9SJ

Tel: 01642-591171

Email: admin@hemlingtonhallacademy.co.uk

Website: www.hemlingtonhallacademy.co.uk

Headteacher: Mrs KL Edmenson



- Working conditions: The postholder can work indoors in a clean and heated indoor environment. The duties include encouraging children to use appropriate table manners, wiping down spills and supervising disposal of waste.
- Working conditions: The postholder can work indoors in classrooms, supervising and engaging children in activities during wet playtimes.
- Working Conditions: The postholder will generally be outdoors and exposed to a range of weathers, setting up, organising and leading play activities with primary aged children. However, in extreme bad weather (eg rain / snow), all duties will be resumed indoors.
- Work context: The work involves regular contact with staff and pupils, and there may be some occasions of conflict in the conduct of pupils. It is anticipated however that this would be minimal, and that the postholder would seek assistance in more extreme circumstances.

9. KNOWLEDGE AND SKILLS

Knowledge

- The postholder will have basic knowledge of Hygiene, Health and Safety, First Aid, Child Protection & Safeguarding and Behaviour Management, for which appropriate training will be provided
- Use of small equipment / resources
- Knowledge of relevant policy guidelines / codes of practice to enable the consistent and safe practice within the role. These include Behaviour, Health & Safety, Child Protection and First Aid Policies.

Skills

- Ability to relate well to children and adults
- Good communication skills

Experience

- Managing pupil behaviour in a workplace setting
- Leading / managing activities to promote positive engagement of primary aged children

10. GENERAL

a) Other Duties: The duties and responsibilities in this job description are not restrictive and the postholder may be required from time to time to carry out other tasks within the lunch break. Any such duties should not however substantially change the general character of the post.

b) Equal Opportunities: The postholder must carry out his / her duties with full regard to the Council's Equal Opportunities policy.

c) Health and Safety: The postholder must carry out his / her duties with full regard to the Department's Health and Safety Procedures.

d) Confidentiality: The postholder must ensure confidentiality within the school, which includes upholding the guidance set out in the E-Safety and Acceptable User Policy and Staff Code of Conduct.

(Accessible formats available on request)





Headteacher: Mrs KL Edmenson

Hemlington Hall Academy
Briscoe Way
Hemlington
Middlesbrough
TS8 9SJ

Tel: 01642-591171
Email: admin@hemlingtonhallacademy.co.uk
Website: www.hemlingtonhallacademy.co.uk



e) Whistle Blowing: The postholder will be advised of the Whistle Blowing policy and its content and expected to observe it.

Karen Edmenson
Head Teacher
9th July 2018

(Accessible formats available on request)

