

Hemlington Hall Academy

Play Leader



Pay Scale: Grade A Scale Point 4 (£2,985 per annum).

Contract: 5.42 hours per week. Term Time Only.

Hours of Work: Monday – Friday 11.55am to 1.00pm

Required from December 2023

Fixed term Contract until July 2024

www.hemlingtonhallacademy.co.uk

01642 591171

Do you have a genuine desire to create something extraordinary for the children in our care? If so, Hemlington Hall Academy may just be looking for you.

Working as a member of the Play Team, you will ensure that all our children have meaningful lunchtime play every day. You will work as a member of the Play Team to create a safe and stimulating outdoor environment providing social, active and creative play experiences for all.

The Play Team are also responsible for ensuring that all our children have a pleasant eating experience at lunch time, whilst maximising the time they can spend outside playing. You will support all our children as they visit the dining hall and are responsible for clearing and cleaning the hall to a state ready for use (e.g. for PE, school assemblies) in the afternoon.

Your practice, ethos and approach to school life will shape the lives of our children, as such, it is key that:

- You love working with children; being able to forge positive relationships quickly and become a trusted adult during their time in school;
- You lead by example and will embody our school motto: 'Learning Together';
- You work well as team; we will all need to support each other across all aspects of the school so you will be happy to work together to make Hemlington Hall Academy an outstanding school.

If this sounds like you and a role that you would relish, please look carefully at the following materials and complete the application form.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service). Pre-employment checks including an online and social media search (KCSIE) will be undertaken before an appointment is confirmed.

Application packs are available to download from the school website and should be returned accompanied by a letter of application outlining your strengths and educational experiences. All completed applications must be returned via email to the School Business Manager kmcgill@hemlingtonhallacademy.co.uk

Closing Date: Friday 1 December 2023 by 9am

Shortlisting: Friday 1 December 2023

(If you do not hear on this date, please assume that you were unsuccessful in being shortlisted this time)

Interviews: Friday 8 December 2023 – time TBC

JOB DESCRIPTION

POST:	Play Leader
GRADE:	Grade A Scale Point 4 (£5,551 per annum)
RESPONSIBLE TO:	Head Teacher
STAFF MANAGED:	None
JOB PURPOSE:	<p>To ensure that all our children have meaningful lunchtime play every day.</p> <p>Be responsible for providing social, active and creative play experience for all children and for supporting children in the dining room while they have their lunch.</p>

ACCOUNTABILITIES / MAIN RESPONSIBILITIES

Main Responsibilities	<ul style="list-style-type: none"> • Work as part of the Play Team to cover all lunchtime tasks daily. This will include sessions outside and also sessions in the dining hall. • Work with the Play Coordinator to ensure all children have access to exciting play opportunities every lunch time. • Facilitate play opportunities and act as an ambassador for play. • Work with the Caretaker, Play Coordinator, and Play Team members to ensure that all our children have a safe site for play. • Coordinate and communicate between play zones and dining hall to ensure all children visit the dining hall and eat their lunch. • Assess play areas for risks daily and communicating/implementing any changes required. • Assist with putting out and packing away of play equipment/kit. • Record and report incidents of note that occur during lunchtime – e.g. site issues, behaviour, first aid. • Assess and deliver first aid to pupils (if trained). Assist with first aid reporting. • Coordinate and communicate with the Play Coordinator, Play colleagues and the Catering Team to ensure that all children visit the dining hall in a scheduled manner, to minimise queuing and maximise play time outside. • Assist children at lunch, e.g. with queuing, getting seated, opening packets, spillages, disputes, clearing plates / cutlery and encourage good eating and social skills. • Clear and clean the hall during service (e.g. spillages, assisting with waste food, trays and cutlery). • Clean, pack down and store all dining hall furniture at the end of lunch. Sweep the floor ready for use in the afternoon. • Offer care, support and advice for children during lunchtime. • Contribute ideas and suggestions to improve the team practices and performance. • Promote and safeguard the safety and welfare of children in accordance with school child protection and behaviour management policies.
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	<ul style="list-style-type: none"> • Support and uphold Hemlington Hall's values system and school rules and reward pupils with verbal praise for positive attitudes and behaviours. • Attend periodic team meetings and/or training for professional development. • Assist with training new team members.
Communication	<ul style="list-style-type: none"> • Establish constructive and respectful relationships with children and staff.
Sharing Information	<ul style="list-style-type: none"> • Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality. • Participate in staff meetings. • Share information about pupils with teachers and other professionals as required.
Safeguarding and Promoting the Welfare of Children/Young People	<ul style="list-style-type: none"> • Assist pupils with personal hygiene and welfare, including physical and medical needs, whilst encouraging independence. • Be responsible for promoting and safeguarding the welfare of pupils that you are responsible for and come into contact with, reporting concerns as appropriate.
Administration/Other	<ul style="list-style-type: none"> • Participate in training and appraisal.
Data Protection	<ul style="list-style-type: none"> • To comply with Lingfield Education Trust's policies and supporting documentation in relation to GDPR - this includes Data Protection, Information Security and Confidentiality
Health & Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • Work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	<ul style="list-style-type: none"> • Promote inclusion and acceptance of all pupils. • Ensure services are delivered in accordance with the aims of the Equality Policy Statement. • Develop own and team members understanding of equality issues.
Lingfield Education Trust	<ul style="list-style-type: none"> • To comply with wider Trust policies and procedures as well as Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others. <p><i>These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Trust Board may determine.</i></p> <p>PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.</p>

	The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.
Date of Issue:	November 2023

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DBS CHECK BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.

The post will be based in Hemlington Hall Academy however, the Trust reserves the right to require you to work at other schools in the Trust. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.



PERSON SPECIFICATION - Play Leader

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Knowledge <ul style="list-style-type: none">• Previous experience of play work or working with children (AF, I, R)• Understanding of individual children and young peoples' needs (AF, I)• An understanding that children/Young people have differing needs and knowledge of inclusive practice (AF, I, R)	<ul style="list-style-type: none">• Knowledge of Behaviour Management techniques (AF, R, I)• Knowledge of Playworks Principles (AF, I)• Knowledge of Child Protection and Health & Safety legislations and procedures (AF, R, I)
Experience <ul style="list-style-type: none">• Experience of working with children (AF, I, R)	<ul style="list-style-type: none">• Experience of delivering evidence based interventions that accelerate learning (AF, R, I)• Experience in a relevant specialism e.g. Art/Music/Sport (AF, R, I)
Occupational Skills <ul style="list-style-type: none">• Demonstrable ICT skills and ability to use them as part of the learning process, or, the ability to develop ICT skills in a reasonable timeframe (AF, R)• Good written and verbal communication skills: able to communicate effectively and build good relationships with all teachers, children, young people, families and carers (AF, I, R, T)	
Qualifications <ul style="list-style-type: none">• Grade C English and maths at GCSE or equivalent (AF,C)	<ul style="list-style-type: none">• Paediatric First Aid Training (AF, C)
Personal Qualities <ul style="list-style-type: none">• Demonstrable interpersonal skills (I, R)• Ability to work successfully in a team (AF, I, R)	<ul style="list-style-type: none">• Creativity (AF, T, I)

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<ul style="list-style-type: none"> • Able to exercise discretion and judgement (AF, I, R) • Confidentiality (AF, I, R) • Flexibility (AF, I, R) 	
Other Requirements <ul style="list-style-type: none"> • To be committed to the school's policies and ethos (AF, I, T) • To be committed to Continuing Professional Development (AF, I, R) • Motivation to work with children and young people (AF, R, I) • Ability to form and maintain appropriate relationships and personal boundaries with children and young people (AF, R, I) • Emotional resilience in working with challenging behaviours and attitudes (AF, R, I) • Ability to use authority and maintaining discipline (AF, R, I) • Enhanced DBS (D) • The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post (I) 	

Key – Stage identified	
AF	Application Form
C	Certificates
O	Observation
I	Interview
T	Task
R	References
D	DBS Disclosure

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory reference.

