

JOB DESCRIPTION

Job Title	Midday Play Leader (Sports and games)
Band/Job Group	Band B
Hours/Weeks	15 hours per week, 3 hours per day (between 11.30am – 14.30pm)
Thematic Area	Children & Young People's Service
Responsible to	Senior/Principal Supervisory Assistant

Job Summary

- Working under the direction of the Senior/Principal Supervisory Assistant to supervise children during the school lunch time. To lead children through play. To model and supervise purposeful, respectful sports and games.
- As a Play Leader you will be responsible for ensuring a fun, active, stimulating and safe place for children of the club to freely play as well as leading specific activities; adapting your skills and experience to work with different age ranges throughout a session.

Additional duties and responsibilities

- Encouraging and leading the children to get outside and take part in physical activity.
- Providing comprehensive care for the children including collecting them from class and delivering them safely to their class teachers.
- Assist with planning and delivery of activities with structure and enthusiasm; encouraging maximum participation.
- Setting up the play space including moving furniture and play equipment.
- Administering first aid when necessary.
- Consulting with children and involving them in planning activities.
- Facilitating good communication with all members of the organisation.
- Undertaking appropriate and relevant training.
- Keeping the work environment healthy, safe and secure.
- Ensuring that all activities, equipment and the setting are safe with the relevant risk assessments undertaken.
- Packing away the equipment used in the session.
- Kit/Equipment maintenance and safety checks.
- It is your responsibility to carry out your duties in line with the Trust's policies on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy, the Equality Standard and obligations under the Race Relations (Amendment) Act 2000.

PERSONNEL SPECIFICATION

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Sickness Absence and Disability	<p>A good attendance record. Candidates should have less than 4 absences in the last 6 months or not more than 10 days absence over the last 12 months prior to the closing date of the post.</p> <p>Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010. (This information will be obtained from successful candidate after conditional offer of employment has been made).</p>
Qualifications	
Experience	<p>Experience of work in childcare context with Primary aged children.</p> <p>Experience of creating, leading or supervising play settings</p>
Training	Expectation that candidates will complete safeguarding and play training at VPA.
Special Knowledge	Understanding the issues involved in the delivery of quality play care and activity sessions
Circumstances	
Disposition	<p>Enthusiastic and organised with excellent communication skills and good use of initiative</p> <p>Flexible, team player willing to take on various tasks as required</p>
Practical and Intellectual Skills	
Legal Requirements	<p>All employees must adhere to the Authority's Regulations governing the Catering Service in Schools with particular reference to those relating to Food Hygiene and Health and Safety at Work.</p> <p>Enhanced DBS Clearance</p>