**Playleader/Midday Assistant**

**Grade: KR3**

**Pattern of working:** 11.45am – 1.30pm + 15 mins week training (Total 9 hours)

**Responsible To:** Deputy Headteacher

**PURPOSE OF THE JOB**:

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 is also responsible for ensuring that all our children have a pleasant eating experience at lunch time, while maximising the time they can spend outside playing. You will support our children as they visit the dining hall and are responsible for clearing the tables to a state ready for use by other diners.

**KEY DUTIES AND RESPONSIBILITIES:**

* Work as part of the play team to cover all daily lunchtime tasks. This will include sessions outside, and in the dining hall.
* Work with the play coordinator to ensure all children have access to exciting age-appropriate play opportunities every lunch time.
* Facilitate play opportunities and act as an ambassador for play.
* Work with the 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 the dining hall to ensure all children visit the dining hall and eat their lunch.
* Assist with putting out and packing away 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. Assist with first aid reporting.
* Assist children at lunch, e.g. with queuing, getting seated, opening packets, spillages, disputes, clearing plates / cutlery and encourage good eating, hygiene and social skills.
* Clear and clean the hall during service (e.g. spillages, assisting with waste food, trays and cutlery).
* 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.
* Support and uphold the school’s values and school policies and reward pupils with verbal praise for positive attitudes and behaviours.
* Attend periodic team meetings and/or training for professional development.
* Complete school-based induction and any subsequent training required to improve performance.

**CRITERIA**

**Knowledge, experience and training**

* Previous experience of OPAL or working with children is
* desirable.
* Previous first aid experience desirable (basic first aid training
* will be provided).
* Literacy and numeracy: ability to follow written guidance and
* procedures.
* Problem solving ability to identify and resolve straightforward.
* problems and refer complex problems to an appropriate
* member of staff.
* Verbal and written skills: play team members will be required.
* to record incidents swiftly and add to appropriate central
* school records.
* Ability to give clear verbal instructions to children and team.
* members.

**Skills and personal attributes**

* Enjoy working with young people (all ages in the primary school
* range 2 to 11 years).
* Positive and supportive attitude towards young people of all
* ages, abilities and backgrounds.
* Strong teamwork skills; enjoy being part of a team, supportive, flexible and reliable.
* Practical, solutions driven.
* Friendly, approachable and caring manner.
* Dependable, with good time keeping.
* Willingness to try new things and work outside comfort zone.

**Physical effort and/or strain**

* Working with children is demanding and requires stamina and resourcefulness. This post will require physical effort, such as initiating active games, demonstrating safe play, walking on uneven surfaces (slopes, sand) and moving ‘loose parts’ materials, containers and furniture.
* The working environment will be part, or all, of the school premises or accommodation selected by the school. Areas of high use are the outdoor play spaces (playgrounds, field, MUGAs, outdoor seating, wooded areas, sand pits, mud kitchen and the dining hall, but are not restricted to these.
* The post-holder will be subject to an enhanced DBS check and full safer recruitment procedures. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.