

**Sussex Road CP School**

**Job Description: School Playleader**

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Question Challenge, Explore

**Grade Kent Range 2 Responsible Deputy Headteacher**

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**Core purpose**

• As part of a team to provide high quality play experiences for all pupils during lunchtime within a happy and caring environment

**General Duties**

• To be responsible for promoting positive play experiences and opportunities for the children during the lunchtime break;

• To encourage, support and foster positive relationships between children by providing positive and active play experiences and opportunities;

• To administer first aid when required and to record all incidents in the accident report book

**Playground Supervision**

• To lead on the setting up and organisation of equipment and resources for the children to use during playtime;

• To be responsible for ensuring all equipment is put away at the end of play as necessary ensuring no equipment is left lying around;

• To actively monitor and supervise an area of the playground/school during lunchtime to ensure all pupils are involved in positive play experiences;

• To actively support pupils in the playground/play area by teaching them to play cooperatively, introducing them to a range of playtime games and activities

**Pastoral Care**

• To promote self-discipline, high standards of behaviour and positive attitudes on the part of all children and to implement school policies and procedures to foster them;

• To take prompt action when dealing with accidents and incidents and reporting accidents and incidents to the senior person in charge;

• To report concerns of child abuse to the Designated Senior Person or in her/his absence the Deputy Designated Senior Person;

• To listen to children and respond to their needs in accordance with school policy and procedures;

• To attend to the health, welfare and safety of the children during lunchtime adhering to the school Health and Safety policy and procedures at all times.

**General**

The post holder is required to carry out the duties in accordance with the Council Health and Safety policies which can be found in the school’s Health and Safety Policy. The post holder has a responsibility under the General Data Protection Regulations to protect pupil data at all times and adhere to strict confidentiality protocols.

**Professional Development**

• To ensure own continuing professional development by attending training and development opportunities when need is identified;

• To attend meetings for lunchtime support assistants and INSET days when required;

• To maintain confidentiality at all times including implementing data protection policies;

• To contribute positively to and support the overall aims and ethos of the school;

• To fully support the life and work of the school;

• To develop and maintain positive, constructive and effective professional relationships with staff, parents, carers, advisors and support professionals the local community and Governors.

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

 Post holder

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

 Headteacher/Line Manager