**JOB DESCRIPTION**

**POSITION:** PLAYLEADER

**SCALE:** £10.20 PER HOUR

**HOURS:** 10 Hours per week x 39 weeks per annum (Term Time Only)

**PURPOSE OF JOB**:

* To ensure the safety and wellbeing of Primary School children whilst they are at play in the playground or classroom
* To be responsible for safeguarding and the welfare of all children within the school

MAIN ACTIVITIES:

* To work with a team of playground supervisors and to liaise with the senior leadership team and class teachers.
* Be vigilant and proactive whilst the children are playing, anticipating and managing risks
* To ensure that the play area is safe and welcoming for the children at the start of playtime.
* To supervise the putting away of play equipment once play is over.
* To be responsible for the children’s health, safety and happiness during playtime.
* To promote good behaviour and manners to ensure that the children are calm and happy.
* To instigate, lead and play games with the children.
* To manage and respond to accidents and to follow the first aid policy.
* To assist in the management and organisation of lunchtimes as directed by senior staff.
* To promote good behaviour during ‘wet play’, supervising pupils in the classroom so they are fully and constructively occupied.
* To manage pupil behaviour constructively and following the school’s behaviour policy, ensuring that the children behave to our high expectations at all times.
* Report any incidents to senior staff as appropriate ensuring the class teacher is made aware of any difficulties pupils have experienced over the playtime period.
* Complete accident, first aid and behaviour logs as necessary.
* Encourage fair play and the development of pupil’s social skills at all times.
* Be a role model to the children setting a very good example of conduct, language and professionalism.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Headteacher within the grading level of the post and the competence of the post holder.

SKILLS & EXPERIENCE:

* a good team member
* enjoy being with children
* initiative
* patience
* knowledge and understanding of children’s games
* energy and commitment
* discrete and professional
* a sense of humour
* a good time keeper
* prepared to learn the school rules, strategies and policies and work within them