



**Red Hall Primary School
Headingley Crescent
Darlington
Co Durham
DL1 2ST**

Headteacher: Ms J Davidson

Tel: 01325 254770

www.redhallprimary.org.uk

Email: scbm@redhall.darlington.sch.uk

LUNCHTIME PLAY LEADER

**Salary: Band 1 (SCP3) - £9.62per hour
45.8 weeks, annual salary £3304.87**

**Hours: 7.5 hours per week
(11.30am to 1pm Monday to Friday)**

Required to start September 2021

We are searching for a committed, fun, organised individual who is willing to make our children's lunchtimes full of fun, exercise and energy!

Are you willing to be committed to the safety and well-being of all our children?

Can you communicate and engage with children aged 4 to 11 years?

Are you organised and able to organise activities independently for our children? If so, Red Hall Primary School needs to hear from you.

The Governors wish to appoint these special people to join our happy, friendly and caring school as our Playtime Leaders. The role will involve the care and welfare of the pupils within school over the lunchtime period in line with our school ethos.

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.

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 from the Disclosure and Barring service) and pre-employment checks will be undertaken before an appointment is confirmed.

Apply today to become part of a great team and school.

All completed application forms and supporting letters must be returned to Mrs M Denton, School Office Manager to the above address or email scbm@redhall.darlington.sch.uk

Closing Date: Friday 23rd July 2021

Interview Date: Wednesday 28th July 2021



DARLINGTON BOROUGH COUNCIL

SERVICES FOR PEOPLE

JOB DESCRIPTION

<u>POST TITLE :</u>	Lunchtime Play Leader
<u>GRADE :</u>	Band 1 (SCP 3) 45.8 weeks, annual salary £3304.87
<u>REPORTING TO:</u>	The Play Team Co-ordinators
<u>JOB PURPOSE :</u>	Assist with the care and welfare of pupils within the school over the lunch period in line with the school policy

MAIN DUTIES/RESPONSIBILITIES

As Lunchtime Playtime Leader you may undertake any or all of the following duties and responsibilities.

1. 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
2. Coordinate and communicate between play zones and dining hall to ensure all children visit the dining hall and eat their lunch.
3. Attend to spillages on tables, floors, food trays and cutlery in line with school procedures.
4. Encourage children with healthy eating and helping as and when necessary with pupils at mealtimes who may have difficulty or are unable to feed themselves.
5. Facilitate play opportunities and act as an ambassador for play.
6. Encourage play and organise activities for the children.
7. Encourage good behaviour and conduct of all pupils.
8. Supervision of pupils on site in line with individual school policy and procedures.
9. Work with the Site Manager, Play Coordinator and Play Team members to ensure that all our children have a safe site for play and communicating/implementing any changes required.
10. This post has a high level of contact with, and responsibility for children.
11. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
12. Report all injuries to appropriate school office and ensure that pupils receive appropriate care and attention when sick or injured.
13. Assist and deliver first aid to pupils and first aid reporting. First Aid training will be provided.
14. Ensure that you work in line with all the school's policies and procedures and ensure that you are aware of your obligations under these.

15. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
16. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
17. Any other duties of a similar nature related to this post that may be required from time-to-time.
18. The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
19. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
20. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee will be subject to rechecking as required from time to time by the school.

Date: July 2021



Job Outline: Lunchtime Play Leader

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Experience & Knowledge				D1	Previous Supervisory Assistant experience	AF/I/R
				D2	Knowledge of Health and Safety practices at work relating to spillages, trips and falls	AF/I/R
				D3	Previous first aid experience	AF/I
Skills	E1	Ability to effectively communicate orally with colleagues and children	I/R	D4	Knowledge and/or understanding of the Play work Principles	AF/I/R
	E2	Ability to deal with a range of people including parents, children and colleagues	AF/I/R			
	E3	Enjoy working with young people	AF/I/R			
	E4	Strong teamwork skills	AF/I/R			
Special Requirements	E5	Motivation to work with children	AF/I/R/D			
	E6	Positive and supportive attitude towards young people of all ages, abilities and backgrounds	AF/I/R/D			
	E7	Ability to form and maintain appropriate relationships and personal boundaries with children	AF/I/R/D			
	E8	Emotional resilience in working with challenging behaviours and attitudes to use of authority.	AF/I/R/D			
	E9	Suitability to work with children	D			
	E10	The ability to communicate at ease with customers and provide advice in accurate spoken English	I			

Key – Stage identified	
AF	Application Form
C	Certificates
I	Interview
R	References
D	Disclosure

Issues arising from references will be taken up at interview; all appointments are subject to satisfactory references and DBS clearance.