



## **St John & St James Church of England Primary School**

Grove Street, Edmonton, London N18 2TL  
Tel: 020 8807 2578

Email: [office@stjohnandjames.enfield.sch.uk](mailto:office@stjohnandjames.enfield.sch.uk)  
Website: [www.stjohnandjames.enfield.sch.uk](http://www.stjohnandjames.enfield.sch.uk)



### **JOB DESCRIPTION**

#### **Play Leader**

**Grade: Scale 3**

**Accountable to the Headteacher/Deputy Headteacher**

**Line managed by Deputy Headteacher**

#### **PURPOSE OF THE POST:**

- To support children's social, physical and emotional development, specifically at lunchtime
- To share in the collective staff responsibility for all children, with respect to care and well-being.
- In partnership with Senior teaching staff design and organise appropriate games for pupils during the lunchtime break and/or after school.
- Supervise, support and encourage all pupils to participate in activities ensuring their safety and well-being at all times.
- Supervise and control activities, including the behaviour of pupils, while they are eating their meals during the lunch time period.
- To take part in the corporate life of the school
- To fully uphold and support the Christian ethos of the school

#### **RELATIONSHIPS**

- Responsible to the Headteacher/Deputy Headteacher/Assistant Headteacher
- To co-operate and liaise with:
  - Teaching and non teaching staff of the school
  - Colleagues in other schools
  - Parents and carers
  - Governors
  - Local community

#### **DUTIES**

Undertake the general Playleaders duties as listed, together with other staff.

Assist in designing activities, which will promote and reinforce children's confidence, team working abilities and independence through play.

Actively encourage pupils learning and development through the participation of games, making certain that they are adequately supervised at all times.

Check that pupils are wearing suitable clothing and footwear for organised games and ensure that pupils have due regard to safety and good behaviour at all times.

Collect and store all play equipment making sure any faulty apparatus is reported to the appropriate member of staff.

Attend regular meetings and courses as requested by the Senior Management Team.

Control the dinner queue making sure pupils queue in an orderly manner.

Supervise and control pupil's behaviour whilst they are eating their meals, preventing them from taking food outside the hall.

Keep pupils out of corridors and classrooms when they should be outside and keep young pupils occupied when they stay indoors.

Deal with minor accidents in the dining hall and playground, reporting all incidents to the Headteacher/senior member of staff.

Ensure that pupils do not leave the school premises unless authorised to do so.

Complete duties with due regard to the School policies, procedures and priorities.

Carry out any other duties required by the School Management Team within the scope of this post.

The postholder shall ensure the duties of the post are undertaken with due regard of the School's Health & Safety Policy and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

## Lunchtime Play Leader

### PERSON SPECIFICATION

#### ESSENTIAL CRITERIA

#### DESIRABLE CRITERIA

1.	EDUCATION & QUALIFICATIONS	Educated at GCSE Standard, including Maths and English	Educated at (Childcare Qualification) standard
2.	PROVEN SKILLS AND ABILITIES	An interest in children's emotional, social and physical development and education  Ability to use own initiative and make sound judgement, when appropriate  An understanding of children's needs	Experience of working in an educational environment  Experience of working with children aged 4 to 11
3.	SPECIAL SKILLS/KNOWLEDGE /ABILITIES/APTITUDES	An interest and commitment to work related training  Ability to communicate effectively both verbally and in writing  Good interpersonal skills  Ability to cope with and adapt to change  Ability to work with other team members and to contribute imaginatively to team development  Ability to work co-operatively and flexibly within a team  An understanding of the importance of confidentiality  Ability to act and work on own initiative	
4.	COMMITMENT TO THE PROMOTION OF EQUAL OPPORUNITIES ISSUES	An understanding of Equal Opportunities Issues	
5.	COMMITMENT TO THE PROMOTION OF HEALTH AND SAFETY	An understanding of the importance of the principles, practice and promotion of Health and Safety at work at work	