

**St Paul's Way Foundation School**

<b>JOB DESCRIPTION</b>	
<b>Post Title:</b> Out of Hours Play Leader	<b>Grade:</b> Scale 2 20 Hours per week TT only
<b>Department:</b> Primary	<b>Responsible to:</b> Headteacher – Primary Phase

**Key Purpose of the Job**

To contribute to a team of out of hours staff in providing a safe, stimulating and inclusive environment for children before and after school.

**Main Duties and Responsibilities**

1. To carry out prescribed duties to ensure the safety of pupils, taking into account pupil ages, disability and behaviour.
2. To work with other out of hours staff to ensure all students are in a safe, healthy and caring environment.
3. To supervise and manage children about the school premises and in the outdoor play area.
4. To encourage positive behaviour, following the Behaviour for Learning guidance and policy.
5. To be a significant presence and role model for students.
6. To contribute to the preparation of the allocated rooms / areas so that all students can be accommodated during breakfast club and teatime club, ensuring that the areas are clean, tidy and returned to its normal state for others sessions of the school days.
7. To supervise designated play areas, encouraging and engaging in social interaction and play with the children at all times.
8. To set up a range of engaging and age appropriate activities for children to take part in, as directed by the Out of Hours Supervisor.
9. To encourage appropriate skills and attitudes when eating, including teaching children how to use a knife and fork, use of good manners.
10. To monitor eating habits/behaviour and to discuss any concerns or changes in eating habits of children with the Out of Hours Supervisor.
11. To ensure that all duties and responsibilities are discharged in accordance with the school's Health & Safety at Work Policy.
12. To comply with the School's Equal Opportunities, Child Protection, Confidentiality, Security and other policies, assisting with their promotion within the school, reporting all concerns to the designated person.
13. To actively participate in the school's performance management scheme, as specified in school policy, meeting regularly with the line manager, in accordance with the scheme, ensuring that performance standards/targets are met within the agreed time scale.
14. To undertake other relevant and appropriate training during contracted hours, as identified with the line manager at a Performance Management Review.
15. To undertake other similar duties commensurate with the grade, provided such duties are within the competence of the post holder.

### **Professional Conduct**

1. Adhere to the St Paul's Way Foundation Code of Conduct at all times.
2. Be aware of the high profile of St Paul's Way Foundation and to uphold its standards at all times.
3. Work effectively as a member of a growing team by establishing and maintaining good working relationships and to ensure that care is taken when communicating with others to avoid any unnecessary conflict.
4. Encourage an atmosphere of supportive co-operation and respect.
5. Ensure that a polite, courteous and helpful attitude is demonstrated at all times to the children, their parents, staff members and other agencies.
6. Ensure that punctuality is maintained throughout the day.
7. Manage own workload and plan time effectively.

### **Professional Development**

1. To be a reflective practitioner who is committed to continual personal and professional development and can learn from past experiences.
2. To take responsibility for own professional development and be proactive in keeping up-to-date with curriculum developments, SEN code of Practice and any changes in legislation.
3. To take responsibility for own personal performance and actively seek help when required.
4. To keep abreast of the latest initiatives in regards to SEN, EYFS and the NC and to disseminate information to colleagues and support staff.
5. To attend courses and develop own expertise on advice and agreement of the Head of Infants through the performance management scheme of SPWF.
6. To attend and contribute to staff meetings, professional development training and any other events as requested.

### **Other professional requirements**

1. Undertake other duties as directed by the Head Teacher – Primary Phase.
2. To adhere to all school policies.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation.

### **Conditions of Service**

Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by the governors.

### **Special Conditions of Service**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up the post, they will be required to give written permission to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate, the nature of such convictions.

The offer of the post is subject to the receipt of a satisfactory medical report from an Occupational Health physician of your fitness to undertake the duties of the post.

### **EQUAL OPPORTUNITIES STATEMENT**

To ensure equality of opportunity for all people in service provision and in employment and to oppose strongly any form of discrimination.

### **COMMENSURATE STATEMENT**

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

### **CHILD PROTECTION**

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority.

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Signed: \_\_\_\_\_  
Post holder

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Head Teacher

Date: \_\_\_\_\_

### PERSON SPECIFICATION

The following details are the essential and desirable criteria, which will be used to select the candidate(s) for this post.

Attributes	E= Essential D= Desirable	<u>Evidence</u> A= Application I = Interview O= Observation
The ability to work as part of a team	E	A / I
The ability to communication effectively with individuals and groups of children, teachers, parents and other members of staff	E	A / I / O
The ability to establish and maintain effective working relationships with teachers and other members of staff	E	A / I
The ability to accept guidance and direction from others	E	A / I
The ability to keep written records and support the development and safety of pupils'	E	A
Awareness of how children learn, play and develop and the various factors which effect their learning and development	E	A / I / O
Awareness of the need to show respect and value of pupils as individuals	E	A / I
An understanding of commitment to inclusive education	E	A / I
A sympathetic approach to parents and an understanding of the need for confidentiality	E	A / I
A commitment to the School's Equal Opportunities Policy	E	A
The ability to adapt to differing environments within the school and to take needs of different children	E	A
An understanding of, and sympathy with, the aims of the school.	E	A
Successful and recent work-based experience involving primary or nursery age students.	E	A
GCSE A* -C English and Maths or equivalent	E	A
Level 3 childcare qualification	D	A

All experience should be recent. The appointment and interview process will be value-based to ensure the successful candidate's values and attitudes are in line with those at St Paul's Way Foundation School. Issues relating to safeguarding and promoting the welfare of all children will also be thoroughly explored.