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| Pupil support/Playleader  |
| **Salary:** | Band 5 SCP4-6  |
| **Reporting to:** | Headteacher/ AHT for Inclusion  |
| **Location:** | Margaret McMillan Primary School |

**Main purpose of the job:**

The main purpose of the job is to:

* To provide a safe, caring environment for the children attending Margaret McMillan Primary School by planning, organising and leading structured play activities for the children during lunch time and after school
* To support learning in the classroom as directed by the class teacher / Phase Leader / Member of SLT
* To support colleagues to remove or reduce barriers to learning for identified groups of pupils through pastoral and academic support

#### Key Activities / Responsibilities:

#### Supervision and guidance

#### To work under the direction/instruction of senior staff

#### Range of decision making

#### To make decisions using own initiative where appropriate within established working practices and procedures

#### The postholder will be expected to use good common sense and initiative in all matters relating to:

#### The conduct and behaviour of individual, groups of pupils and whole classes

#### The correct use and care of materials by individual and small groups of pupils

#### The safety, mobility (if required) and hygiene and wellbeing of the pupils

#### Responsibility for assets, materials etc

* To maintain the confidential nature of information relating to the school, its pupils, parents and carers.
* The provision, use and storage of equipment and materials used by pupils with whom the post holder is working

#### General responsibility for the care of all equipment and materials within the classroom/designated area of the school

#### Contacts

#### Internal at all levels, parents/carers, governors, community groups, health, social services, police, local authority, contractors, external agencies

#### Range of duties:

#### Support for pupils

* To address the needs of children who require help to overcome barriers to learning, both inside and outside of the classroom
* Promote the inclusion and acceptance of all pupils
* To supervise and support children as Playground Friends
* To lead a range of activities for before and after school clubs
* To supervise the children using positive behaviour management strategies and restorative practice
* Encourage pupils to interact with others and engage co-operatively in activities at lunch time
* Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
* To ensure that children are provided with appropriately organised and supervised indoor and outdoor play activities
* To attend to personal requirements of the pupils when necessary, including hygiene, toileting and changing, first aid and welfare

#### Support for teachers/colleagues

* To lead the midday supervisors in organising a range of play activities appropriate to the needs of the children
* To work closely with the Attendance Officer to improve attendance, thereby removing a major barrier to achievement
* To accompany classes on educational visits and tournaments.
* To accompany colleagues on home visits if required.

#### Support for School

* To be responsible for the care and use and maintenance of the equipment
* To take responsibility for planning each session, and to monitor the effectiveness of the activities through record keeping
* To ensure that the provision is a safe environment for children and that safety procedures are implemented; including accident reporting procedures
* To attend staff meetings and additional training as required.
* To administer first aid, as appropriate. Training will be arranged
* To maintain confidentiality
* To be aware of, and adhere to child protection policy and procedures
* To liaise with parents and other agencies as necessary

Specific conditions of service

* Hours 37 per week to be worked between the hours of 8.00 am - 4.30pm, with hours agreed with the management of the school. There may be some flexibility/additional hours for visits and tournaments that exceed this range.
* Term time only plus 5 days. Any additional hours will be paid.
* Work with individual children or groups of 6-8 pupils under the direction of the teacher
* There is an expectation that the post holder will comply with the school ethos in terms of behaviour and dress
* To undertake appropriate professional development including adhering to the principle of performance management
* To comply with any other task as reasonably requested by the Headteacher



# Person Specification – Learning mentor/playleader

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| **Qualifications and Training** | **Essential** | **Desirable** |
| * GCSE English and Maths (grades A-C) or equivalent
* Other qualifications relating to the post (e.g. sports coaching, counselling etc.)
 | **✓** | **✓** |
| **Skills and Knowledge** |  |  |
| * This is a public facing role and therefore is necessary to be able to demonstrate fluency and proficiency in spoken English. To be able to converse at ease with members of the public (including children) and provide guidance and advice in accurate spoken English.
* Good communication and interpersonal skills
* Good organisational and time management skills
* Ability to work collaboratively with teachers and others
* Ability to supervise others effectively, as required
* Ability to take responsibility and work with autonomy within set boundaries
 | **✓****✓****✓****✓****✓****✓** |  |

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| **Experience** |  |  |
| * Experience working with children
 | **✓** |  |
| **Other** |  |  |
| * Willing to undertake further professional training as appropriate
* Commitment to raising standards
* Will not require holiday leave during term time.
* Must be legally entitled to work in the UK (Asylum and Immigration Act 1996).
* No contra-indications in personal background or criminal record indicating unsuitability to work with children/ people/vulnerable clients/finance (CRB check required).
* Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995.
* Ability to cope with requirements of the post, which may include working with pupils who have emotional and behavioural difficulties or physical difficulties.
 | **✓****✓****✓****✓****✓****✓****✓** |  |

**This post is subject to satisfactory vetting, including a satisfactory enhanced disclosure from DBS**