

# BILTON C OF E JUNIOR SCHOOL

Plantagenet Drive  
Rugby  
CV22 6LB  
Tel: 01788 810675



Head Teacher – Mrs Alex Norton  
Email: [office@biltonjuniorschool.co.uk](mailto:office@biltonjuniorschool.co.uk)

## Job Description for a Play Leader to Work with Groups of Children as Directed by the Deputy Head and Senior Play Leader – JEID C0001

**Hours:** Session: 12.15pm – 1.45pm – Monday – Friday

**Contract Status:** A fixed term contract initially starting in September 2018.

**Salary:** Rate of pay Band B [£2,760.81 to £2,799.88 per annum]

**Line Management:** You will work under the direction of Teachers, Deputy Head and the Senior Play Leader.

**Closing Date:** 4 June 2018

You will be required to supervise groups of children in the dining hall, playground and in the school building to ensure a safe and happy lunchtime for the pupils in your care.

You will be required to undertake the following duties and responsibilities as part of a team of play leaders. You will be expected to report for duty at 12.15pm and finish after all children have been safely returned to classes. Report any serious problems to Mr Wilson our Senior Playtime Leader before you leave. You will work under the direction of the Senior Play Leader and the Deputy Head Teacher.

We take a very robust approach to Safeguarding within our community and expect all staff and volunteers to do the same.

Please note that candidates new to Warwickshire are required to successfully complete a DBS

Successful candidates will be contacted by email or telephone with interviews likely to take place: **11 June 2018**

For reasons of time economy we do not notify applicants who are **not** shortlisted.

## **Supervision of Children as they Move around the Site to ensure their Safety.**

- ◇ Children are expected to move calmly and sensibly in the school buildings at all times and to walk safely around the school from the dining hall to the playground.

## **Supervision of Children in the Dining Hall**

- ◇ This will include encouraging children to be tidy and polite eg
  - Saying please and thank you
  - Using their cutlery properly
  - Putting their lunch box away
  - Pushing their chair under the table
- ◇ It will also include ensuring children are safe eg
  - Lining up calmly and sensibly.
  - Sitting quietly to eat their meal

Supervision of Children at the Toilet and Washing their Hands

## **Playground Supervision**

- ◇ You will need to supervise the playground to ensure children are safe and playing appropriately. Our playgrounds are very large with many tucked away corners and require vigilant supervision.
- ◇ You will also be required to encourage children to play co-operatively and safely for example, by suggesting games, encouragement etc.
- ◇ You will be required to undertake a duty on a rota basis which changes daily, whether it be indoors, in the hall or outside on the playground.

## **Wet Lunch Times**

- ◇ During wet lunch times you will be required to supervise classes at play with their wet play equipment in their classrooms.

## **Confidentiality**

- ◇ You will be expected to treat the children's confidences and any school issues with confidentiality.

## **Promoting Good Behaviour**

- ◇ You will need to be positive and consistent in your approach to promoting good behaviour. Deal with problems calmly and firmly. Implement sanctions as outlined as follows to enable children to reflect on their behaviour and think about how to put things right:-

1. If a child is behaving inappropriately explain that this behaviour is unacceptable. Discuss their behaviour and help them to make changes to behave sensibly.
2. If the unacceptable behaviour continues ask the child to see the Senior Play Leader or send a sensible child for her.
3. The Senior Play Leader talks to the child.

### **Dress**

You will need to wear practical clothes appropriate to the weather and footwear that enables you to move quickly eg trainers.

### **Punctuality**

- ◇ All play leaders must be ready to start their duties at 12.15pm e.g. be at the classrooms, in the playground or the dining hall, having met with the team of play leaders at 12.00pm.
- ◇ In case of absence, the **Senior Playtime Leader** should be notified early in the morning by 9.00am at the latest so that a replacement can be arranged.

### **Training**

- ◇ You will be expected to attend a meeting each term.