**Job Description: Play Leader**

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| **Salary:** | £8.96 hourly   |

**Purpose of job**: To work as part of our team supervising children at lunchtime, to support in class during afternoon school and be responsible for the day to day organisation and running of our after school club ‘Evening Owls’

**Reporting relationships**: Reporting directly to the Head Teacher.

**Main duties**

From 11.30 until end of school:

* Setting up for lunch.
* Serving school lunch and helping children to eat and clear away.
* Supervising lunchtime play.
* Clearing down after lunch and washing up.
* Working under the direction of the class teacher during afternoon school to carry out duties such as 1:1 reading, working with small groups and completing administrative tasks related to the children’s learning.

For after school and holiday club:

* Ensuring the delivery of creative play opportunities in a safe and caring environment for all children.
* Providing full care for all children, including supervising collection of children from classes and after school clubs and the safe delivery to parents and/or named carers.
* Serving meals and providing refreshments and snacks. – Food Hygiene Training will be given.
* Providing safe, creative, appropriate play opportunities, preparing activities, and organising the programme.
* Administering first aid – Paediatric First Aid.
* Carrying out day-to-day administration, record keeping, ordering and purchasing materials and equipment.
* Working within an agreed budget.
* Be aware of any medical conditions of the children in attendance and meet their needs accordingly.
* Encouraging parental involvement and support of the club to build effective relationships, ensuring full integration of all children.
* Promoting the club to the local community and leading events to encourage participation of the community and parents.
* Initiating close liaison with parents, schools and other childcare and play-related agencies.
* Attending meetings, as appropriate.
* Carrying out all responsibilities and activities within an equal opportunities framework.
* Working within agreed policies and adhere to OFSTED standards.
* Carrying out observations and assessments for EYFS children.
* Attend training where appropriate.
* Treat as professional confidence any information concerning individuals, gained in the course of working in the school.
* Any other duties as required and negotiated with the Head Teacher.