



## **2 x Playleaders**

**7.5 hours - Permanent**

**Required from:** January 2024 or as soon as possible

**Hours of work** This role will be 7.5 hours at Lunchtime between the hours of 11.00am - 1.45pm depending on which year group you are required to work with.

**Salary Band 1:** Scale Point 3 £10.78 per hour

We are seeking to appoint 2 playleaders who can work flexibly across the school.

Our Playleaders are responsible for assisting with the care and welfare of pupils within the school during Breakfast and Afterschool Childcare as well as lunchtime periods reporting to the Senior Play Leader.

This post will initially be for Lunchtime only, however additional hours are often available to cover breakfast and after school childcare :

7.45am - 9.15am.

11.30am - 1.30pm.

2.45pm and 6.15pm.

We are looking for team members who are self-motivated, willing to learn and meet the high standards and flexibility expected from all Whinfield staff. Our team take great pride in their work and understands the vital contribution they make to the school and the children's learning environment.

If you have the right blend of experience and want to join a vibrant and energetic team then we would like to hear from you.

**Whinfield Primary School is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; preemployment checks will be carried out, including a self-disclosure form, references will be sought and successful candidates will be subject to an enhanced DBS check, and other relevant checks with statutory bodies.**

*Please note: Updated guidance from Keeping Children Safe in Education 2022 states that school should carry out an on-line search of potential candidates prior to interview. This search will include search engines and any professional platforms for social media. We will not carry out a search on social media accounts that require a password.*

**We are looking for an outstanding playleader who:**

- Is professional in the way they work.
- Engages the children in fun activities and plays exciting games with them.
- Is willing to get involved with the whole school community.
- Is proactive and uses their initiative.
- Is enthusiastic, friendly, and approachable.
- Is caring with the children and supportive to colleagues.
- Takes pride in the school environment.
- Who makes the children want to come to school everyday.
- Has good written and verbal communication skills.
- Experience of working with a wide range of people.
- A clear vision and understanding of the needs of a school.
- Has the ability to interpret data and can use the COSHH risk assessments.
- Is flexible and adaptable in their approach.
- Works well as part of a team.
- Supports the wider aspects of school life e.g. school clubs and events.
- Has ideas and, very importantly, a good sense of humour!

**In return we can offer:**

- A diverse and vibrant learning community with enthusiastic and engaging children.
- A positive, caring ethos and culture.
- A forward thinking school.
- A team of hardworking, dedicated and friendly colleagues.
- A supportive and effective governing body.
- High quality professional development opportunities and experience.
- Free uniform.
- Local Government Pension Scheme (school contributes).
- Childcare Voucher Scheme (Darlington Borough Council).
- Onsite breakfast and after school childcare for working parents.
- Bike to Work Scheme (Darlington Borough Council).
- Secure cycle storage.
- Free car parking.

- Free wellbeing app, support and medical treatment (\*exclusions apply).

**Closing date for applications:**

**Friday 1<sup>st</sup> December 2023 - 12 noon.**

**Shortlisting Monday 4<sup>th</sup> December 2023**

**Interviews W/C 4<sup>th</sup> December 2023**

**Further details and an application form are available from the School website, [www.whinfield.net](http://www.whinfield.net) Application forms must be returned to [admin@whinfield.net](mailto:admin@whinfield.net) or Whinfield Primary School, Augusta Close, Darlington, DL1 3HT.**

## **Job Description**

**Reporting to:** Head Teacher

**Strategic purpose:**

To provide efficient and effective support to the school.

Assist with the care and welfare of pupils during Lunchtime, Before and After School.

**Core responsibilities:**

**Professional Duties:**

- Supervision of pupils on site in line with individual school policy and procedures.
- Assist with the setting up of lunchtime, before and after school as required.
- Clean up spillages on tables and floors and clear food trays and cutlery away in line with school procedures.
- Encourage children with healthy eating and helping as and when necessary with pupils at mealtimes who may have difficulty or are unable to feed themselves.
- Deal with all injuries ensuring that pupils receive appropriate care and attention when sick or injured.
- Undertake first aid training as necessary.
- Interact with children socially, building good interpersonal relationships, initiating and playing learning games.
- Encourage good behaviour and conduct of all pupils in line with the schools 'High 5' Behaviour policy.
- Undertake any training as required to compete the above duties.
- To respond to communication with parents and colleagues.

- To ensure that a high standard of work is maintained in accordance with Quality Systems.
- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- The post holder must carry out his/her duties with full regard to the Council's Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
- To comply with all health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
- Attend relevant CPD.
- Any other duties of a similar nature related to the post which may be required from time to time.
- Participating in arrangements for induction, further training and professional development including undertaking training and professional development which aim to meet needs identified in appraisal objectives or in appraisal statements.
- Contribute to the Rights Respecting Agenda, in which every individual is treated with dignity and respect and promote safeguarding to ensure the welfare of children and young people is paramount.
- Make a distinctive contribution to the wider school team and continued development of Whinfield.
- Contribute to the development of collaborative approaches to learning within the school and beyond.
- Attend meetings as appropriate in support of the school's aims.
- Set high expectations for your own performance and that of others.
- Engage in relevant professional development activity as necessary.

**Administration:**

Participating in administrative and organisational tasks including ordering of stock and accident reports.

**Uniform and Protective Clothing:** You will be issued with protective clothing provided by the school i.e. uniform and you must wear these items for your protection. You are to be responsible for laundering, repair etc. and the School Manger will decide when articles need replacing.

**Conditions of Employment:**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

To uphold the school's policy in respect of child protection and safeguarding matters.

Teachers shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.

The post holder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder. All members of staff are required to participate in the school's appraisal scheme.

**Equal opportunities:**

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community. Applications with disabilities will be granted an interview if the essential job criteria are met.

**Person Specification**

Selection Criteria	Essential	Desirable
Application form and letter	Well-structured supporting letter indicating beliefs, understanding of school and childcare operations  - no more than one side of A4	
	Supporting statement on the application form to be clear, concise and related to the specific post and appointment criteria - no more than 1500 words	

Knowledge and Experience	<p>Experience of working with children.</p> <p>Good written and verbal communication skills.</p> <p>Ability to complete reports ( for example accident and incident reports).</p>	<p>Previous relevant experience.</p> <p>Knowledge of Health and Safety practices at work relating to spillages, trips and falls.</p> <p>Knowledge of safeguarding procedures and practices.</p>
	<p>Experience of working with a range of people.</p>	
	<p>Thorough understanding of safeguarding children.</p>	
	<p>Excellent interpersonal, communication and organisational skills.</p>	
Personal Attributes	<p>Ability to demonstrate enthusiasm, sensitivity and a caring attitude whilst working with children and have consistently high expectations.</p>	
	<p>Ability and willingness to work collaboratively and supportively within the school team, making positive contributions to assessment and the school improvement plan as well as the ability to work using own initiative.</p>	

<p>Experience of working with and developing links with parents, governors and the wider community and to empathise with the points of view of others.</p>	
<p>Ability to inspire confidence, respect and openness to enthuse, motivate and challenge others - make learning fun!</p>	
<p>Willing to take part in extra-curricular activities.</p>	
<p>Ability to manage time effectively and work to deadlines.</p>	
<p>Ability to form and maintain appropriate relationships and personal boundaries with children.</p>	
<p>Emotional resilience in working with challenging behaviours and attitudes.</p>	