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| Henry Maynard Primary School and Nursery,  101 Maynard Road,  London  E17 9JE  Tel: 0208 520 3042  Email: [vacancies@henrymaynard.waltham.sch.uk](mailto:vacancies@henrymaynard.waltham.sch.uk) | P:\Logos\Logo to be used 2020 onwards.jpg |
| **Extended Schools Playleader**  **Scale 2 Point 3**  **FTE from £21,783 Actual tbc with hours** | |
| **Job Description:**  This job description is for an Extended Schools Playleader who will under the direction of the Extended Schools Lead or Co-head teachers, effectively supervise pupils during after school activities, providing a continuous presence to ensure the safety, welfare and conduct of pupils in accordance with school policy.  This job description may be amended at any time following discussion between the Co-headteachers/Team Leader and member of staff, and will be reviewed annually in response to the changing needs of the school. | |
| **Key Duties and Responsibilities**   * To be responsible for supervising creative and appropriate play opportunities in a safe and caring environment, encouraging all children to take part, to co-operate and show respect for others. * To be responsible for taking registers and ensuring accurate record keeping. * To assist with providing refreshments to children in line with government food hygiene standards. To ensure all areas are left clean and tidy in accordance with hygiene, health and safety procedures. * To be aware of pupils on special or restricted diets for medical reasons from information provided * To promote the school behaviour policy, assisting with maintaining discipline and supporting children to resolving conflicts in a positive way. To deal with incidents of misbehaviour by appropriate intervention and report serious incidents to the Extended Schools Lead/Co-Head teachers as appropriate. * To tend to pupils who are sick or injured in accordance with the school’s accident/injuries procedures, administering initial first aid and reporting serious injuries to the named first aider and/or supervisor/Co-Head teachers as appropriate. * To ensure that pupils keep out of areas that are out of bounds and don’t leave the school premises. To be aware of security procedures with regard to entrance and exits and to approach visitors and direct them to the appropriate contact person. * To ensure that any equipment used is stored properly and that play areas and classrooms are tidied up each day. * To be aware of responsibilities under child protection legislation and report any concerns to a senior supervisor or the Co-head teacher. * To take part in the school’s performance management framework for support staff and participate in training and development activities as required. | |

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| This role falls within the category of regulated activity, therefore you will be required to have an enhanced DBS check and a barred list check. Should you receive any cautions or convictions whilst in our employment these must be reported immediately to your line manager.  The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and work in accordance with our child protection policies and procedures.  The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school’s policies at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school’s Designated Safeguarding Officer or Deputy Safeguarding Officer.  *The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties in the context of the job, skills and grade* |