

JOB DESCRIPTION	
DIRECTORATE: Learning, Culture and Children's Services	DEPARTMENT: Dringhouses Primary School
JOB TITLE: MSA Playleader	POST NUMBER: E2007617 E2007669 (CASUAL)
REPORTS TO (Job Title): Deputy Headteacher / Senior Midday Supervisor	Current Grade
1.	MAIN PURPOSE OF JOB To organise play activities including games and physical activity (pupil Playleaders) in order to provide access to a variety of playground games and physical educational activities during lunchtimes. To undertake regular audits of equipment: to ensure that equipment is safe; to be responsible for getting equipment out and putting it away. To support and guide pupil Playleaders
2.	CORE RESPONSIBILITIES, TASKS & DUTIES:
i.	Works under the direct instruction of the Senior Midday Supervisor. Organises simple playground games and physical education activities using a variety of equipment . Normally outdoors.
ii.	Attends to pupils' personal needs and implements related personal programmes including social, health, physical, hygiene, first aid and welfare matters.
iii.	Uses specific skills, knowledge and experience to support children in developing playground game skills and physical activity.
iv.	Organises the taking out and putting away of all equipment.
v.	To undertake regular audits of equipment and to ensure that equipment is safe.
vi.	To organise and support pupil Playleaders .
vii.	To organise and supervise rotas (i.e. Year groups turn to do games/activities).
viii.	Supervision and control of pupils inside school premises when they are not allowed outside. Organising board games and other indoor activities.
ix.	Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school. Reporting any bad behaviour, assaults, carrying of weapons/banned substances by pupils to SMSA.

	x.	To be observant to adults around the perimeter or entering the play areas and reporting any potentially suspicious behaviour /observations.
	xi.	To provide brief verbal reports on any issues that need following up or referring to teaching staff.
	xii.	Follows all school policies and procedures, in particular: School's Health, Safety and Security Policy, Child Protection Policy, Behaviour Management Policy, Inclusion Policy, Equalities Policy and Data Protection Policy.
	xiii.	Be aware of cultural differences between pupils. Dealing with any incidents of racism and sexism in accordance with agreed procedures.
	xiv.	Contributes to and supports the overall ethos, work and aims of the school.
3.	SUPERVISION / MANAGEMENT OF PEOPLE	
	No staff responsibilities but the post holder is required to supervise, control and report pupils' behaviour and support and guide pupil Playleaders..	
4.	CREATIVITY & INNOVATION	
	<ul style="list-style-type: none"> Set duties but may require creativity for managing everyday situations and awareness of when to involve other relevant parties. May need to undertake other duties as a Midday Supervisor at times. 	
5.	CONTACTS & RELATIONSHIPS	
	<ul style="list-style-type: none"> Internal Assists pupils in developing social and play skills including sharing with others, taking turns, developing organisational skills, self care skills and managing behaviour . Meets pupils' personal and social needs – daily. Takes part in departmental or whole school meetings as required. Works in collaboration with other support staff - daily. Reports to Senior Midday Supervisor Occasional discussions and instructions from the Head , Deputy, Senior Leadership Team, PE Coordinator and teachers. 	
6.	DECISIONS – discretion and consequences	
	<ul style="list-style-type: none"> Majority of decisions require judgement and assessment of situation to decide on the best course of action. 	
7.	RESOURCES	
	Play equipment.	
8.	WORK ENVIRONMENT –	
	Work demands	
	<ul style="list-style-type: none"> Set duties but due to the nature of the post it may require creativity for managing everyday situations and awareness of when to involve other relevant parties. 	
	Physical demands	
	<ul style="list-style-type: none"> Physical demands due to the nature of the post. 	

	<p>Working conditions</p> <ul style="list-style-type: none"> Majority of the work will be outside. (Playground and / or field) <p>Work context</p> <ul style="list-style-type: none"> Occasionally subjected to bad language and aggressive behaviour. Work within the schools Health and Safety, attending training as required.
	<p>KNOWLEDGE & SKILLS</p> <ul style="list-style-type: none"> Communication skills Knowledge of normal child development and children's personal development needs Knowledge of strategies which promote good behaviour and discipline Ability to participate fully in planned physical interventions, in pupil personal care routines and in moving and handling pupils with physical disabilities safely, using appropriate mechanical and other lifting devices, following recognised procedures.
10.	<p>Position of Job in Organisation Structure</p> <pre> graph TD A[Job reports to: Senior Midday Supervisor] --- B[THIS JOB] A --- C[Other jobs at this level: None] B --- D[Jobs reporting up to this one: none] </pre>