

Job Description

Establishment: Chellaston Field Spencer Academy
Post Title: Before and After School Play Mentor
Grade/Pay Range: NJC2
Hours/weeks: 7.15 – 9.00am/3.00 – 6.15pm (either or both shifts/Monday to Friday)
Reporting to: Lead Play Mentor
Department/Team:

Overall Purpose of Post

To assist in the development, organisation and day to day administration and running of before and after school club that delivers our extended school provision.

Main Duties and Responsibilities

Play Mentors will be allocated areas and/or children for whom they will be responsible each day. In this area, the Play Mentor will be proactive in engaging children in a variety of games and activities. A Play Mentor may also be allocated a specific child to support during the club.

The main areas of responsibility will be supervising in the hall and outdoors whilst children are playing and eating. A high standard of behaviour is required from the children and it is important that this should be maintained throughout the session which should be a happy and fun time for all! The Play Mentor must act as a responsible, caring adult with the health, safety and welfare of the children always in mind, lead by example and support the children to behave positively.

The Play Mentor must be aware of how to get access to the first aid equipment, the telephone and be aware of the First Aid procedures, emergency evacuation procedures and safeguarding policies. You will be required to undertake Paediatric First Aid training and an online Food Hygiene Course.

Duties:

- To contribute positively to providing safe, creative and stimulating educational play activities to meet the needs of children aged between 4 and 11 years of age (currently Reception children and Y3 children only).
- To assist in the planning, organisation, provision and evaluation of play sessions as part of a team.
- To meet the individual needs of all the children attending the club and to help provide a warm and caring environment.
- To assist, where necessary, with daily administration and record keeping.
- To take responsibility for groups of children in activities as an individual or supported by other team members.

- To establish good working relationships with parents using the club and to provide opportunities for feedback.
- To be conscious of safety at all times, and to follow the school's Health and Safety policy.
- To prepare and serve, using a family dining approach, a breakfast or light tea for the children. To help to clear up following dining.
- To administer first aid as appropriate and to keep records of any accident or incident.
- To carry out all responsibilities and activities within an equal opportunities framework and to promote equal opportunities within all aspects of the work.
- To work with the team to leave all areas clean and tidy after sessions.
- To work within all agreed policies and procedures.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Be aware of confidential issues linked to home/pupil/teacher/academy work and to keep confidences as appropriate.

Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding.
- Participate in the Trust Appraisal process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.
- These above mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Name of Postholder:

Signature:

Date:

Person Specification

	Essential	Desirable
Qualifications and experience		
Good standard of education especially with regard to literacy and numeracy skills.	✓	
Experience of work/play with children of primary age	✓	
Experience of working as part of a team	✓	
Awareness of what constitutes 'good quality educational play provision'	✓	
Knowledge and skills		
Ability to work calmly under pressure	✓	
Interest in the educational play and emotional needs of children aged between 4 and 11 years of age.	✓	
Ability to work collaboratively with others	✓	
Ability to work within school based systems and specified timelines	✓	✓
Ability to provide warm and consistent care to all children attending the scheme		✓
Understanding of health and safety issues that affect the day to day running of childcare services		✓
Ability to understand and meet children's needs including those of children with particular specific needs		✓
Interest in planning play, arts and sports activities for children of primary age	✓	
Personal qualities		
Excellent interpersonal skills with the ability to maintain strict confidentiality	✓	
A diplomatic and patient approach	✓	
Able to follow direction and work in collaboration with the leadership team	✓	
Able to work flexibly, adopt a hands on approach and respond to unplanned situations	✓	
Willingness to undertake training in educational play work skills	✓	
Commitment to the highest standards of child protection and safeguarding	✓	
Recognition of the importance of personal responsibility for health and safety	✓	
Commitment to the Trust's ethos, aims and whole community.	✓	