**Job Description: *Lunchtime* *Play and Engagement***

***Leader***

**Reporting to:** Assistant Headteacher/Senior Lunchtime Play & Engagement Leader

**Start date:** January 2024

**Hours:** 11.50am to 1.25pm Monday to Friday (8 hours per week), term time

**The Role**

To provide lunchtime provision which ensures pupils at Ark Blacklands engage in safe and productive play during lunchtime periods.

**Key responsibilities**

* Engage in purposeful play activities with the pupils whether indoors or outside in accordance with the instructions of the Senior Lunchtime Play and Engagement Leader
* Provide positive and firm control by implementing the school behaviour policy.
* Deal with cases of inappropriate behaviour by pupils or report the incident immediately to the Senior Lunchtime Play and Engagement Leader
* Ensure that any injury or sickness of pupils is reported immediately to the First Aider or and the office. (Where appropriate, administer basic first aid and record all details in the first aid book.)
* Ensure that a healthy and safe environment is maintained for pupils at all times and ensure the hall, playground and surrounding areas are left orderly and clear for school afternoon activities to take place.

**Other**

* To undertake various other responsibilities as directed by the line manager.
* To undertake the main professional duties of a Play and Engagement Leader as set out in the ARK Schools pay and conditions of service document

**Person Specification: Lunchtime Play and Engagement**

**Leader**

**Qualification Criteria**

* Right to work in the UK

**Experience**

* Experience of supervising children at the appropriate age range
* Ideally have experience in a similar role within a school or the education sector.

**Personal characteristics**

* Able to use initiative and imagination to devise games and play activities for children
* Highly organised and efficient: capable of multi-tasking and working at pace
* Helpful and positive nature, calm and caring
* Positive commitment to pupil welfare
* Genuine passion and a belief in the potential of every pupil

**Specific Skills**

* Have specific strategies to combat attention seeking
* Able to help implement the necessary routines and patterns to establish good behaviour management within the school
* Able to contribute to overall school behaviour records and provide feedback
* Ability to deal with minor incidents, first aid, and the personal health and hygiene of pupils
* Ability to work in a team
* Excellent interpersonal skills

**Other**

* Commitment to the safeguarding and welfare of all pupils
* This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  In order to meet this responsibility, we follow a rigorous selection process. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*