**Job Description: Senior Lunchtime Play & Engagement Leader**

**The Role**

To lead and develop lunchtime provision to ensure pupils at Ark Blacklands enjoy their midday meal and engage in safe and productive play during lunchtime periods.

**Key responsibilities**

* Create staff rotas
* Supervise staff and pupils at lunchtime whether indoors or outside
* Lead and monitor purposeful play activities
* Provide positive and firm control by implementing the school behaviour policy including logging incidents on school-based computer system
* Manage and record any cases of inappropriate behaviour by pupils and support others in doing so
* Ensure that a healthy and safe environment is always maintained for pupils including reporting and monitoring injuries or sickness of pupils
* Ensure the hall, playground and surrounding areas are left orderly and clear for school afternoon activities to take place.
* Have regular meetings with the Assistant Headteacher and undergo performance management
* Carry out performance management of team of Lunchtime Play and Engagement Leaders

**Other**

* To undertake various other responsibilities as directed by the Assistant Headteacher
* To undertake the main professional duties of a Senior Lunchtime & Play

Engagement Leader as set out in the ARK Schools pay and conditions of service document

* To undertake any Professional Development offered in support of the role

**Person Specification: Senior Lunchtime Play & Engagement Leader**

**Qualification Criteria**

* Right to work in the UK

**Experience**

* Experience of managing a team
* 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**

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

**Specific Skills**

* Able to manage and motivate a team
* Able to help implement the necessary routines and patterns to establish good behaviour management within the school
* Good IT skills
* 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
* 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.*