



DULWICH PREP LONDON

Values & Academic Excellence since 1885



PLAY LEADER

JOB DESCRIPTION

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To carry out the functions of a Play Leader at Dulwich Prep London in accordance with the aims and objectives of the Wrap Around Care Provision. The position reports to the Head of Wrap Around Care (WAC).

DUTIES AND REPSOSIBILITIES

BEFORE AND AFTER SCHOOL CLUB

- To create and manage a safe, caring, fun, active, purposeful and stimulating environment that supports the children's wellbeing
- To plan for and provide a varied programme of activities, both inside and outside
- To know and follow the 'Wrap Around Care' Procedures and Risk Assessments and review them as necessary
- Liaise with the Section Secretaries about bookings, medical information and allergies, and the Head of WAC about other aspects such as maintenance, resources and budget
- For the morning club, accompany the children to breakfast and complete the breakfast duty, monitoring behaviour. At the end of breakfast, release the children and assume a duty outside to monitor and lead play. Then ensure children leave safely to their classrooms and tidy up the resources
- For the Afternoon Club, set up the resources for Pre Prep and welcome the children for tea. Monitor serving and delivery of tea and then begin evening activities

LUNCHTIME PLAY

- To create and manage a safe, caring, purposeful and stimulating environment that supports the children's wellbeing and play
- To plan for and provide a varied programme of activities outside
- To monitor safe play and guide behaviour following the school's behaviour policy
- To ensure equipment is safely packed away at the end of the session

TRAINING AND DEVELOPMENT

- To regularly reflect on one's practice and, in collaboration with the Head of WAC, participate in the performance review process, setting personal targets and taking responsibility for own professional development
- To attend relevant training to update knowledge as required

GENERAL REQUIREMENTS

- Actively contributing to the School's responsibility for safeguarding children and promoting their welfare
- To support the School's vision in helping our children follow our behaviour policy
- Maintain high professional standards of attendance, punctuality, appearance and conduct
- Promote positive partnerships with children, parents and colleagues
- To be aware of and meet pupils' physical and medical needs whilst encouraging independence wherever possible. For example, being aware of pupils' dietary requirements and allergies
- To ensure accidents/incidents are reported and recorded in line with the School's procedures
- Promote the good name and reputation of the School
- Adhere to School policies and procedures

PERSON SPECIFICATION

KEY SKILLS & KNOWLEDGE

- Knowledge and understanding of safeguarding procedures
- To be IT literate
- Experience of working with 4 – 11/13-year olds
- Be able to demonstrate knowledge and understanding of the issues involved in the delivery of quality play care and activity sessions
- To hold a paediatric first aid qualification or be prepared to attend training to achieve
- To have an up to date Food Hygiene Certificate and relevant qualifications is preferred

PERSONAL COMPETENCIES & QUALITIES

- Proven ability to care for and inspire pupils
- Good communication skills
- Enthusiastic individual possessing drive, commitment and perseverance
- Ability to understand and focus on what needs to be delivered. Planning and prioritising a variable workload with an organised but flexible approach
- Team focused, sharing skills and knowledge to promote good practice.
- Commitment to the highest standards of play and care for pupils

SAFEGUARDING CHILDREN

Dulwich Prep London is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening and training appropriate to the post, including checks with past employers and an enhanced criminal record check through the Disclosure and Barring Service.

TERMS & CONDITIONS

HOURS OF WORK

- Morning Play Leader: 7am to 2pm each day, with a half hour break, although the exact start and finish times will be discussed during the application stage
- All Term Time days and INSET days (35 weeks / year)
- Depending on the requirements of the School at any time, these hours are subject to the terms and conditions of a Contract of Employment, and to amendment by the Head Master from time to time
- The Play Leader may be called to perform other duties that the Head of WAC or Head Master considers reasonable, that are commensurate with the grading and designation of the post

SALARY

- Pro Rata salary £12,999
- This is based on a full time equivalent salary range of £18,160 per annum

HOLIDAY

- 33 days (inclusive of all statutory days), pro rata for part-time working hours. Holiday is to be taken during School Holiday periods