



Job Description

Job Title: Play Leader (Out of School-EDGE Club)	Job Number:
Department/Directorate: People	Post Number:
Division/Section/Group/Team: Out of school clubs	Grade: 4
Location: Moseley Primary School	

Job Purpose:

- To lead and manage the day-to-day running of the school's wraparound care provision, ensuring a safe, caring, inclusive and stimulating environment for all children.
- To provide high-quality play opportunities, manage and support staff, maintain effective safeguarding practices and ensure the provision reflects the school's values, policies and expectations.

The postholder will be required to undertake **Designated Safeguarding Lead (DSL) training** and work closely with the school's safeguarding team to promote the safety and welfare of all children.

1. Safeguarding and Child Protection

- Ensure that safeguarding and children's welfare are central to all aspects of the provision, implementing the school's safeguarding policies and procedures.
- Undertake and successfully complete DSL training within an agreed timeframe, maintaining knowledge through regular updates and refresher training.
- Recognise, respond to, record and report safeguarding concerns promptly, working closely with the school's DSL and safeguarding team.
- Ensure that all staff understand and fulfil their safeguarding responsibilities, including maintaining professional boundaries and reporting concerns.
- Maintain safe supervision, registration, collection and handover procedures, ensuring that children are released only to authorised adults.
- Ensure that relevant safeguarding and welfare information is shared appropriately with school staff and that confidential records are maintained securely.

2. Care, Play and Wellbeing

- Plan, organise and oversee a varied programme of safe, creative and age-appropriate activities that meet children's individual needs and interests.
- Promote positive behaviour, emotional wellbeing, inclusion and respectful relationships in line with the school's ethos and values.

- Ensure that children with SEND, medical needs or additional vulnerabilities are appropriately supported.
- Maintain a safe and stimulating environment through effective supervision, risk assessments and compliance with health and safety procedures.
- Ensure appropriate first aid arrangements and provide healthy snacks, taking account of dietary requirements and allergies.

3. Leadership and Staff Management

- Lead, manage and support the Deputy Play Leader, Playworkers, volunteers and students, ensuring clear roles, responsibilities and high standards of practice.
- Oversee staff induction, supervision, appraisal and professional development, including safeguarding and mandatory training.
- Ensure appropriate staffing and supervision arrangements, and liaise with school leaders regarding safer recruitment and required checks.
- Promote a positive team culture in which safeguarding, professionalism and children's wellbeing are prioritised.
- Monitor staff performance and address concerns appropriately, escalating safeguarding or conduct issues in line with school procedures.

4. Organisation and Administration

- Manage the day-to-day operation of wraparound care, including attendance, admissions, registration and safe collection arrangements.
- Maintain accurate records relating to children, staff, activities, incidents, risk assessments and safeguarding.
- Liaise with the Admin Team regarding fees, payments, purchasing and budgets, ensuring effective use of resources.
- Ensure compliance with relevant school policies, statutory requirements, data protection legislation and applicable Ofsted requirements.

5. Communication and Quality Improvement

- Build positive relationships with children, parents and carers, ensuring effective communication and responding appropriately to concerns.
- Work closely with the Headteacher, DSL, school staff and relevant professionals to support children's safety, wellbeing and continuity of care.
- Monitor and evaluate the provision, reporting regularly to the Headteacher on strengths, safeguarding arrangements and areas for improvement.
- Contribute to the review of relevant policies, improvement planning and the continued development of high-quality wraparound care.

6. Professional Responsibilities

- Participate in relevant training, appraisal and professional development, including maintaining DSL training and safeguarding knowledge.
- Promote equality, diversity and inclusion, ensuring that all children feel safe, valued and respected.
- Follow the school's policies and procedures relating to safeguarding, health and safety, confidentiality, professional conduct and data protection.

- Undertake any other reasonable duties appropriate to the grade and responsibilities of the post.

Safeguarding Commitment

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

Responsible to: Headteacher

Accountable to: Governing Body

Responsible for: Deputy Play Leader, Playworkers and other wraparound care staff



Person Specification

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	Job Requirements
Knowledge	Understanding of good quality childcare.
	Knowledge of how children play and its relevance to their child development.
	Knowledge of a range of activities to promote social/emotional and intellectual development of school aged children.
	Knowledge of suitable activities and play opportunities related to a child's age, abilities and needs.
	A commitment to and understanding of equal opportunities issues and their application to childcare.
	Understanding of the Children's Act and Guidelines.
	Awareness and understanding of Child Protection.
	Knowledge of financial procedures,
	Knowledge of health and Safety issues.
	Understanding of the boundaries of confidentiality.

Skills and Abilities	Able to plan, provide and facilitate safe and creative play. Effective organizational skills.
	Able to provide stimulating activities for school aged children.
	Ensure there are a variety of opportunities for children's activities.
	Ability to handle situations calmly and effectively.
	Sensitive to the needs of all children, recognising particular needs with regard to gender, ethnic origin and disability.
	Capable of motivating children and developing their self-confidence.
	Able to provide stimulating activities for school age children.
	Assist children in new development, intellectually, socially, physically and emotionally.
	Able to provide care and comfort to children, ensuring they feel secure.
	Be aware of and able to meet the social and emotional needs of school aged children on an individual basis and in a group setting.
	Ability to relate easily and quickly to parents and children.
	Ability to build positive relationships with adults and children.
	Able to communicate at all levels.
	Able to liaise with professional workers in connection with work issues,
	Punctual and able to fulfil duties in a responsible manner.

	Able to work on own initiative as well as working effectively as a member of a team.
	Able to follow instructions and accept guidance.
	Able to lead and effectively manage a team.
	Ability to use judgement and common sense.
	Willing to undertake further training.

Educational	• NVQ Level 3 in childcare or equivalent • A current First Aid Certificate or willing to undertake training for this qualification.
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Special Requirements	This post is subject to Protection of Childcare Regulations and is therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974. An enhanced DBS Disclosure will be required prior to appointment. For posts that involve caring for children under 8 years of age, the Play Leader will be required to successfully complete the 'Suitable Person' interview carried out by OFSTED.
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