



Coventry City Council

Job Description

Job Title:	Play Leader (Phoenix Club)	Job Number/Code:	L3243D
Directorate:	People	Grade:	Grade 4
Location:	Charter Primary School		

Job Purpose:

- To provide high quality care which supports the physical, intellectual and emotional development of children who attend the club ensuring their health and safety.
- To be responsible for the leadership and management of the setting, being the line Manager to other staff.

The Play Leader is responsible to the local board of Governors and will be line managed by the Headteacher

Main Duties and Responsibilities:

Responsibilities to the children

- ❖ To plan play activities that are fun, creative, safe and appropriate to the development stages of the children, monitoring the planning of the other staff to ensure high standards.
- ❖ To ensure that the needs of all children are met within an inclusion and equal opportunities framework, including racial equality.
- ❖ To assist Headteacher in formulating and reviewing policies.
- ❖ Administering first aid, as appropriate and informing relevant people.
- ❖ To ensure the health and safety of all children at all times through continuously informally carrying out risk assessments and referring to risk assessments already in place.
- ❖ To assist the Headteacher in implementing the school Child Protection Policy.
- ❖ To ensure that all staff who work with children have had the appropriate safeguarding checks.
- ❖ To escort children safely between school and the Phoenix Club room.
- ❖ To liaise with parents regularly, building positive relationships based on the values of the school.
- ❖ To purchase and provide healthy refreshments, including a healthy diet.
- ❖ As necessary, refer any safeguarding issues to Safeguarding Officers in school.

Responsibilities to staff

- ❖ To manage the work of other staff, ensuring that they know their roles and responsibilities and have the skills to carry out their jobs to a high standard.
- ❖ To be the line manager for other staff
- ❖ To deal with informal staff issues as they arise, offering support as necessary.

Responsibilities for administration

- ❖ To plan admission of children.
- ❖ To liaise with the SBM around fees and payments and orders.
- ❖ To ensure that time sheets are completed accurately by staff.
- ❖ To plan rotas and timetables for staff in conjunction with the SBM / Headteacher
- ❖ To report to the local board of Governors termly on the strengths and areas for development in the facility.
- ❖ To assist the Headteacher in producing an annual plan for improvement that details future priorities, requirements for staffing and other resources with an attached budget plan.
- ❖ To assist the Headteacher in effectively marketing the setting.
- ❖ To be available to parents (15 mins before and after opening times).

Responsibilities for training

- ❖ To ensure that all staff have training which meets their needs identified through appraisal.
- ❖ To ensure that all staff have necessary child protection training delivered by school.
- ❖ To identify personal training needs.
- ❖ To participate in own appraisal with the Line Manager.

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: Play Workers

Responsible to: Headteacher

Date Reviewed: September 2014

Updated: September 2014



Coventry City Council

Person Specification

Job Title: Play Leader (Phoenix Club)

Directorate: People

Location: Charter Primary School

Area	Description
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Knowledge:	<ul style="list-style-type: none">• 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.
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Skills and Abilities:	<ul style="list-style-type: none">• 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.
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Skills and Abilities: (Continued)	<ul style="list-style-type: none"> • 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.
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Experience:	<ul style="list-style-type: none"> • Working with school aged children. • Working with children in a group setting. • Working with other professionals. • Providing support for parents. • Basic administration. • Basic budget management.
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Educational:	<ul style="list-style-type: none"> • NVQ Level 3 in Childcare
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Special Requirements:	<ul style="list-style-type: none"> • This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment. • Possession of a current First Aid certificate or willing to undertake training for this qualification
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Date Reviewed: September 2014

Updated: September 2014