

Role Title: Play Coordinator Lunch Time Manager

Accountable to: The post holder is responsible to the Headteacher and Deputy/ Assistant Head

Grade: C

Purpose of job -

To promote the School creed, values and ethos during break and lunchtime activity.
The Play Coordinator will support and facilitate meaningful and productive child-initiated play.

Key Objectives -

- Line manage all Lunch & Play Assistants and supervisors, including overseeing and managing duty rotas for midday supervision.
- Ensure and oversee the supervision of pupils during midday break and respond to challenging behaviour as reports by other midday staff.

Responsibilities-

- supervision of pupils in designated areas of the school (inc playground or external spaces) during break and lunchtime and to ensure their safety, welfare, good conduct and safeguarding of pupils during break.
- Encouraging children to be engaged in activities, to behave well and be good friends to others.
- Supervise Lunch & Play Assistants .
- Responsible for safe supervision of pupils and careful use of dining room equipment and facilities at meal times.
- Occasionally exposed to emotionally demanding situations during the morning and midday break. Senior staff taking responsibility for resolving issues.
- Report incidents in line with school policy.
- Requires normal physical effort or stamina, with shorter periods of greater effort including carrying loads and cleaning .

Ensure a diverse range of playable resources are provided for, and are accessible to, all children

- Ensure resources are stored appropriately.
- Check the quality and condition of resources and repair or remove any resources that are not of a suitable condition.

Collaborate with the School Council Lead to discuss and gain the children's views to create development plans

Provide Support and training for other school staff or pupils as required

- Build playworker expertise and practice within the Play Team.
- Facilitate peer led play opportunities.
- Provide suggestions for activities and games.

Ensure enriching play events or opportunities are created

- Discuss and plan with pupils/staff and School Council Lead.

- Implement planned activities.
- Review activities to promote self-evaluation and play development.

Create opportunities for play to support the social and behavioural development of pupils

- Ensure a rich and varied set of play opportunities is available to all children to engage in.
- Provide engaging playwork interventions where pupils who find positive behaviour choices challenging.

Work Profile

- Responsible for overseeing Lunch & Play Assistants , ensuring pupils eat healthily in a safe environment, using persuasive skills to encourage healthy eating.
- Plan and allocate the work of Lunch & Play Assistants to ensure the adequate supervision of pupils during the midday break.
- To adhere to school local and national authority's guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to Safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required
- Contribute to the overall ethos/work/aims of the school
- Attend relevant meetings
- To maintain confidentiality

Statutory Requirements

Inspiring Futures Through Learning is committed to safeguarding and promoting the welfare of children. All employees are expected to share this commitment, to follow the Trust's safeguarding policies and procedures and to behave appropriately towards children at all times, both in work and in their personal lives.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Person Specification

Skills and Knowledge Level Assess by;					
<u>A</u> ttainable Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time <u>A</u>					A Application I Interview T Testing R Reference
<u>D</u> esirable Applications will be preferred from candidates with the denoted qualifications or <u>D</u> experience					
<u>E</u> ssential Applicants without the denoted qualifications or experience will not be <u>E</u> considered for this role					
Qualifications	Playworker level 2 or above	x			A
Skills / Experience	Prior Experience of working with children in an educational or playwork setting	x			A
	Experience of staff supervision	x			A
Competencies Level Assess by;					
<u>A</u> wareness Demonstrable aptitude and ability to develop in the particular work area <u>A</u>					A Application I Interview T Testing R Reference
<u>S</u> ignificant Clear competence in the work element sufficient for all role requirements <u>S</u>					
<u>E</u> xtensive Sufficient expertise in the work element to lead and mentor others, and influence <u>E</u> policy and practice					
Planning and organising work	Awareness of school timetable, recurring activities throughout the term / school year		x		I
Planning capacity and resources	Drawing up and implementing rota for teams		x		I
Influencing and interpersonal skills	Encouraging professional and appropriate standards in team		x		I
	Advising / encouraging pupils in relation to healthy eating practices and appropriate behaviour		x		I
Using initiative	Reacting positively and appropriately to day-to-day situations; dealing with escalated issues		x		I
Working independently	Dealing with day-to-day incidents and minor emergencies without recourse to school management staff		x		I
Managing people	Supervision of team		x		I
Managing resources	Use and safe keeping of equipment and materials where relevant		x		I
Managing risk	Awareness of school standards and practices in relation to health and safety, child protection etc.		x		I
Managing oneself	Awareness of opportunities for self-improvement at all times		x		I