



Play Coordinator Job Description

School Name:	Greenleaf Primary School
Job Title:	Play Coordinator
Scale and Points	Scale 5 (Points 12 – 16)
Reports To:	Headteacher and Curricular Lead for play
Role Summary: <p>The play coordinator will support and facilitate meaningful and productive child-initiated play during the school day in accordance with the play policy.</p> <p>The post holder will have a responsibility to promote and safeguard the safety and welfare of children in accordance with the schools' safeguarding incorporating child protection policy; anti-bullying policy; behaviour policy; and in line with the school's values and mission statement.</p>	
Ensure wellbeing of pupils <ul style="list-style-type: none">• Ensure that all play team staff are completing their main duties to a high standard and that all staff are facilitating play development.• Ensure that you and your play team have read the play policy and are fully supportive of it.• Ensure the safety, welfare and general conduct through appropriate application of the school's policies and procedures.• Establish safe and proper behaviour, by appropriate intervention or referral to senior staff, as appropriate.• Identify and report any unauthorised visitors on school premises.• Complete any relevant documentation required by the school in relation to incidents occurring during the lunchtime break period.• Participate in OPAL/team around the child (TAC)/medical meetings, as required.• Ensure you and your play team are aware of children's special medical conditions and the relevant precautions and treatments necessary.	

- Take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.
- Report any major accidents or bumped heads to the class teacher, headteacher and pastoral leader and record in the accident book.

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

- Ensure there are sufficient resources to promote each of the 'play types' as listed in the play policy.
- Check the quality and condition of resources and repair or remove any resources that are not of a suitable condition.
- Ensure resources are stored appropriately.

Discuss resources with the children (school council) and use their views to create development plans

- Organise and carry out the replenishment of resources through:
- Securing funding from internal or external sources.
- Purchasing resources as required.
- Coordinating appeals within school and local communities for resources. Collecting resources from sources such as the Scrap project.

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

- Build play team members expertise and practice.
- Organise and support pupil playground leaders with their role.
- Facilitate peer led play opportunities.
- Provide suggestions for playmaker activities and games.

Ensure enriching play events or opportunities are created

- Discuss and plan with pupils/staff and school council.
- Implement planned activities which promote play development.
- 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.

- Outdoor Play and Learning (OPAL) e-Pack.
- Provide engaging playwork interventions for pupils who find positive behaviour choices challenging.

Review:

The job description sets out the principle responsibilities for the post but does not describe each of the tasks that it may be necessary to carry out. The job description may be reviewed from time to time in consultation with the post-holder in order to address the changing circumstances of priorities within the school.

General Information:

Equality of Opportunity	<ul style="list-style-type: none">• As a member school staff to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying.• Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.
Confidentiality and Data Protection	<ul style="list-style-type: none">• To treat all information acquired through employment, both formally and informally, in strict confidence.• To be aware of the school's responsibilities under the GDPR for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
To contribute as an effective and collaborative member of the School team	<ul style="list-style-type: none">• Any other duties as reasonably required by any manager of the school.• Participating in the ongoing development, implementation and monitoring of the school plans.• Attend regular meetings as required and make a positive contribution during meetings.
Child Protection	<ul style="list-style-type: none">• Being aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person.

Key Skills and Competencies:**Essential:**

- Prior experience of working with children in an educational or playwork setting is essential.
- Relevant qualifications or experience of working with children.

Desirable:

- Playwork level 2 or above.

Play coordinator Job Specification

Job title:	Play Coordinator	Reporting to:	Headteacher
Contract / hours:	11 hours per week	Salary:	Grade E

Purpose

The play coordinator will support and facilitate meaningful and productive child-initiated play during the school day in accordance with the play policy.

Line management: The post holder is responsible to the headteacher and Curricular Lead for play for fulfilling the duties set out in this job description.

Statutory requirements: The post holder will have a responsibility to promote and safeguard the safety and welfare of children in accordance with the schools' safeguarding incorporating child protection policy; anti-bullying policy; behaviour policy; and in line with the school's values and mission statement.

Responsibilities

Ensure wellbeing of pupils

- Ensure that all play team staff are completing their main duties to a high standard and that all staff are facilitating play development.
- Ensure that you and your play team have read the play policy and are fully supportive of it.
- Ensure the safety, welfare and general conduct through appropriate application of the school's policies and procedures.
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Resources and support:

This post will carry an entitlement to appropriate support from the headteacher and Curricular Lead for Play.

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Knowledge, experience and training:

Essential:

- Prior experience of working with children in an educational or playwork setting is essential.
- Relevant qualifications or experience of working with children.

Desirable:

- Playwork level 2 or above.

Signed:	Postholder	Signed:	Headteacher
Date:		Dated:	