JOB DESCRIPTION

Job Title: Play Co-ordinator

Grade: GR2

1 JOB PURPOSE:

1.1 To plan games and activities for appropriate staff to interact with students in the playground

2 DUTIES AND RESPONSIBILITIES:

2.1 To plan and offer a range of appropriate age-planned activities for students in the playground. Whilst supervision maybe provided by Lunchtime Supervisors

2.2 To promote with the best interests of the students' development in mind, positive interaction within a playground setting

2.3 To inform appropriate staff and students of the week's playtime activities scheduled

2.4 To ensure equipment is provided for the planned games timetable

- **2.4.1** To ensure staff have appropriate training with games equipment
- **2.4.2** To ensure that the equipment is appropriate to students' age and abilities
- **2.4.3** To inform appropriate Senior Management where equipment has been misused, is faulty, missing or new equipment should be ordered
- **2.4.4** To keep a log of what play equipment is kept in the play shed or other toy storage areas

2.6 To report any incidents or injuries that a child has suffered whilst playing

2.7 To maintain wet play boxes for each class

2.8 Individuals have a responsibility for promoting and safeguarding the welfare of students and young people he/she is responsible for or comes into contact with.

2.9 To ensure all tasks are carried out with due regard to Health and Safety

2.1 To undertake appropriate professional development including adhering to the principle of performance management.

2.11 To adhere to the ethos of the school

2.11.1 To promote the agreed vision and aims of the school

2.11.2 To set an example of personal integrity and professionalism

2.11.3 Attendance at appropriate staff meetings and parents evenings

2.12 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

OBSERVANCE OF THE TRUST'S
EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3 SUPERVISION RECEIVED:

4.1 Supervising Officer's Job Title: Senior Lunchtime Supervisor

4.2 LEVEL OF SUPERVISION

1. Regularly supervised with work checked by supervisor

~~2. Left to work within established guidelines subject to scrutiny by supervisor~~

~~3. Plan own work to ensure the meeting of defined objectives~~

4 SUPERVISION GIVEN: (excludes those who are **indirectly** supervised ie through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

- Use 1, 2 or 3 as in 3.2

5 SPECIAL CONDITIONS:

5.1

PERSON SPECIFICATION

Job Title: Play Co-ordinator
Grade: GR2

Method of Assessment (M.O.A.)
A.F. = Application Form; I = Interview; T = Test or Exercise;

P = Presentation

CRITERIA	ESSENTIAL	M.O.A.
EXPERIENCE (Relevant work and other experience)	Experience of leading play with students is desirable. No formal qualifications are required but the ability to establish positive expectations of student behaviour, good relationships with staff and students, and a sensitivity to students' needs is important. Highly motivated and committed. Keen to work hard. Experience of taking on and successfully completing other tasks/activities.	AF/I
SKILLS AND ABILITIES (Eg Written communication skills, dealing with the public)	• Be flexible and an adaptable person with a pleasant manner and a willingness to work for the aims of the school • Be confident to deal with the public and parents tactfully and courteously and establish and maintain cooperative and effective working relationships • Communicate with students, parents and staff effectively • Understand and carry out oral and written instructions • Leadership skills • Use materials and equipment safely and efficiently	AF/I AF/I AF/I AF/I AF/I AF/I
TRAINING	Be willing to train and continue own learning and assist others in their duties	AF/I
EDUCATION/ QUALIFICATIONS NB Full regard must be paid to overseas qualifications		

OTHER		
SAFEGUARDING	Enhanced DBS is essential. *This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role.*	