

Job Profile

Job Title:	Outdoor Play and Learning Coordinator
Reports to:	Deputy Headteacher
Location:	Court Lane Junior, Portsmouth, but required to work at any academy where business is conducted that is within reasonable distance of the school.

Function of the post:

- To lead the school play team; organising and supervising staff working during the lunchtimes, so as to ensure the safety, general welfare and proper conduct of pupils during these periods.
- To organise and supervise a range of appropriate play activities for pupils to ensure that these times are an enjoyable experience for all children.
- To support the Forest School Leader to facilitate outdoor learning.

Principal Accountabilities:

Organisation and supervision of the play team

1. Plan the work of the play team to ensure that all lunchtime tasks are covered daily, including timetabling of roles, cover for absences etc, identifying skills/aptitudes of the members of the play team. This will include roles inside and outside of the dining room.
2. Organise the communication between playgrounds and the dining halls to ensure all children eat their lunch and that queuing is minimised.
3. Organise the setting up, cleaning and clearing of the halls in conjunction with the catering team to ensure the space is ready for afternoon use.
4. Promote and safeguard the safety and welfare of children in accordance with school and Trust policies. Ensure that the play team record and report incidents that occur during lunchtime eg site issues, behaviour, first aid in accordance with these policies.
5. Support and uphold the school's values and behaviour systems.
6. Ensure that all the play team staff are completing their duties to a high standard and that all staff are facilitating play development.
7. Plan and organise regular team briefings for the play team on organisational arrangements.
8. Support the planning and organisation of termly planning and development play team meetings.
9. Induct and train members of the play team and monitor their performance through the school's performance management process.
10. Identify and recommend solutions to issues of an operational or organisational nature to the deputy headteacher or headteacher as appropriate.

Organisation and supervision of play activities

1. Lead the play team to ensure all children have access to exciting play opportunities every lunchtime.

2. Facilitate peer-led play opportunities.
3. Provide engaging interventions for pupils who find positive behaviour choices challenging.
4. Work with the site manager and health and safety coordinators to ensure that all children have a safe site for play e.g. support writing risk-benefit assessments and periodic site inspections.
5. Assess play areas for risks daily and communicate/implement any changes required including the checking and disposal of loose parts.
6. Plan and organise putting out and packing away of play equipment/kit at lunchtimes.
7. Participate in the OPAL team meetings and develop and implement the OPAL action plan.

Support of Forest School Leader

1. Working with the Forest School Leader, to facilitate outdoor learning opportunities.
2. Support the Forest School Leader to prepare and pack away outdoor learning resources.
3. Establish and maintain safe and proper behaviour of pupils.

Other Duties

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive. Please note that, in consultation with you, The University of Chichester Academy Trust reserves the right to update your job profile to reflect changes in, or to, your post.

Equality and Inclusion:

We believe that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the School has a number of policies that you should ensure you are familiar with and compliant to. All policies are available from the Headteacher. Any breaches may lead to termination of employment.

Right to Work:

Current British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. For further guidance and information contact the Headteacher.

Health & Safety:

To ensure an effective and safe environment that promotes the welfare of children and staff, you will take responsibility to be aware of the risks in the work environment and their potential impact on your own work and that of others. You should familiarise yourself with the School's Health and Safety policies.

Sustainability and Environment:

The University of Chichester Academy Trust is committed to sustainable development and environmental initiatives and supports the School in continuously seeking to find ways to improve its environmental performance. Staff are required to support these aims.

Data Protection:

You will be responsible for ensuring that workplace responsibilities such as confidentiality, treatment of personal information and records management are carried out in compliance with the requirements of the Data Protection Act 2018 and the Employment Practices Data Protection Code 2002.

Safer Recruitment:

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. Staff will be subject to a satisfactory Disclosure Service certification as part of the recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at www.homeoffice.gov.uk/dbs.

Principal Attributes and Person Specification:

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated or equivalent qualifications and experience.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

	Essential	Desirable	Evidenced through
Knowledge and Qualifications	<p>GCSE Grade C or above in Mathematics and English Language, or equivalent qualification or skill level</p> <p>Awareness of the National Occupational Standards for Supporting Teaching and Learning at level 2</p>	<p>First Aid certificate, or willingness to train</p> <p>Knowledge of safeguarding & Health and Safety requirements within a primary school environment</p> <p>General understanding of effective strategies that underpin positive behaviour at primary school level, and which recognises and rewards effort and achievement</p>	<p>Application Interview</p> <p>References</p>
Skills	<p>Good interpersonal and communication skills that enable instructions to be understood by pupils at differing levels that promotes learning and understanding</p> <p>Ability to communicate effectively and build good working relationships with staff, parents, carers and other stakeholders relevant to the post</p> <p>Administrative skills that enable policies and procedures to be effectively undertaken</p> <p>Ability to encourage and support children in engaging in games and activities that promote physical activity and support the children in learning to play together.</p> <p>Computer literate with the ability to produce and share rotas, maintain inventories of equipment, etc</p>	<p>Problem solving skills that enable a pro-active and effective approach in supporting pupils for continued improvement</p>	<p>Application Interview</p> <p>References</p>
Experience	<p>Establishing and maintaining positive relationships with children that encourages and enables child development</p> <p>Working with young children in a relevant environment</p>	<p>Teaching Assistant in a primary school setting</p> <p>Experience of working within an Academy</p> <p>Experience of implementing strategies that promote positive behaviour</p>	<p>Application Interview</p> <p>References</p>

<p>Personal attributes</p>	<p>Positive and approachable, with patience and the presence to inspire confidence and trust, combined with an enthusiasm to see children progress and develop</p> <p>Willing to work flexibly as the needs and demands of the Academy fluctuate</p> <p>Adaptable and sensitive when dealing with challenging and sometimes demanding situations with the ability to be reflective and self-critical and to respond to feedback, understanding the need for confidentiality.</p> <p>A nurturing nature which will support and develop the wellbeing of all pupils</p> <p>Strong working ethos with a high level of commitment to the Academy and its values</p> <p>Ability to work effectively as part of a team and form positive relationships with pupils, parents and carers, colleagues and the wider community</p>		<p>Interview References</p>
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September 2017