



## THE STOUR FEDERATION PLAY LEADER AND WRAPAROUND COORDINATOR JOB DESCRIPTION

SCALE POINT F 7-10 HOURLY RATE £13.26 - £14.13

**Play. Make their day. Choose your attitude. Be there.**

### CORE PURPOSE

We are looking for a fun, motivated, enthusiastic, reliable and adaptable person who is passionate about children's play, wellbeing and learning, and understands the importance of this in children's lives, translating that passion, experience, knowledge and drive to lead an effective play team that is dedicated to providing a welcoming and safe space for all children.

To lead and be responsible for the day-to-day running of outdoor play and learning at lunchtime, and co-ordinate after school club, ensuring provision of high quality experiences and equal opportunities.

**RESPONSIBILITY FOR OTHERS:** the post has considerable direct impact on the wellbeing of individuals or groups (i.e. physical, mental, social, health and safety).

**RESPONSIBILITY FOR STAFF:** the post organises rotas, checks work, instructs or trains a small number of staff.

**RESPONSIBILITY FOR FINANCE:** the post has limited direct responsibility for financial resources.

**RESPONSIBILITY FOR PHYSICAL RESOURCES:** the post has direct responsibility for considerable physical resources and loose parts equipment, involving the careful, accurate, confidential and secure handling/processing of information and maintenance of materials/games/toys/play/craft equipment.

### PLAY COORDINATOR TYPICAL TASKS, DUTIES AND RESPONSIBILITIES

- To establish and manage a primary school play team; organising and supervising staff working during the playtimes and 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.

### **1. Organisation and supervision of the play team**

- 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.
- Organise the communication between playgrounds and the dining hall to ensure all children eat their lunch and that queuing is minimised.
- Promote and safeguard the safety and welfare of children in accordance with school safeguarding, health & safety and behaviour policies. Ensure that the play team record and report incidents that occur during lunchtime e.g. site issues, behaviour, first aid in accordance with these policies.
- Support and uphold the school's values systems including rewards for positive attitudes and behaviours and sanctions for negative ones.
- Organise appropriate first aid arrangements at lunchtimes in accordance with school policies and advice from the designated first aiders.
- Offer care, support and advice for children during lunchtimes.
- Plan and organise regular team briefings for the play team on organisational arrangements.
- Plan and organise termly planning and development play team meetings.
- Organise professional development training for the play team e.g. play activities, first aid, networking with other OPAL schools etc.
- Induct and train members of the play team and monitor their performance.
- Identify and recommend solutions to issues of an operational or organisational nature to the headteacher as appropriate.

### **2. Organisation and supervision of play activities**

- Lead the play team to ensure all children have access to exciting play opportunities every lunchtime.
- Facilitate play opportunities and act as an ambassador for play working to the Playwork Principles as derived from the Outdoor Play and Learning (OPAL) Primary Programme.
- Source loose part and other play equipment.
- Manage the OPAL project budget and/or fundraising activities for resources.
- Work with the caretaker and headteacher to ensure that all children have a safe site for play e.g. writing risk-benefit assessments and periodic site inspections.
- Assess play areas for risks daily and communicate/implement any changes required including the checking and disposal of loose parts.
- Plan and organise putting out and packing away of play equipment/kit at morning and afternoon breaks and lunchtimes.
- Plan and lead termly play assemblies to communicate with pupils e.g. any new initiatives/ play plans etc.
- Participate in the OPAL team meetings and develop and implement the OPAL action plan.

## **WRAPAROUND TYPICAL TASKS, DUTIES AND RESPONSIBILITIES**

- Organise the after school programme and plan, prepare and lead appropriate play opportunities/activities.
- Deliver play opportunities/activities.
- Day to day supervision, work allocation and organisation of play worker staff.
- Observe and evaluate children's development, play and learning experiences, in conjunction with the headteacher (or other senior member of staff).

- Provide refreshments (drinks, snacks, tea).
- Liaise with the external provider and parents (re: attendance and collection of children, charges for and collection of fees, child behaviour and wellbeing whilst at the club etc).
- Undertake day-to-day administration tasks including maintenance and updating of records.
- Liaise with school administration over payments and purchasing of materials.
- Ensure that resources are maintained and clean and arrange for replacement/new resources.
- Work within the Children's Act, ensuring that standards and guidelines are adhered to by self and others.
- Understand and ensure safeguarding procedures, health & safety policies, confidentiality procedures are adhered to.
- Administer first aid as appropriate and according to policies.

## **QUALIFICATIONS/TRAINING & LIKELY ABILITIES**

- Educated to at least GCSE/GCE O level/CSE grade 1 in literacy and numeracy to be able to read and understand procedures, policies and legislation and to count and calculate charges.
- Knowledge of relevant procedures, e.g. Child Protection, Health and Safety, Food Hygiene.
- Have experience of working with and caring for children aged 3 – 11 and understand and meet individual children's needs.
- NVQ level 3 in EY or equivalent.
- Understand good quality childcare.
- Be able to maintain accurate records.
- Have supervision qualities and be able to use own initiative.
- Previous relevant experience working with young children.
- Have good communication, listening, persuasion and negotiation skills.
- Able to present evaluative information to others (for formal reviews etc).
- Able to lead and participate in safe and creative play.
- Hold current first aid certificate.
- Be willing to train as a designated safeguarding lead.

## **SAFEGUARDING CHILDREN & SAFER RECRUITMENT**

All schools in The Stour Federation Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. The class teacher plays a role in this within the school and the post is subject to enhanced DBS disclosure, prohibition and disqualification checks.

The Stour Federation will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated persons and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.

## **ADDITIONAL DETAILS**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description will be reviewed annually and the CEO reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.