



*'Together we can...Think Big, Have Fun, Learn More!'*



## Ridgeway Infant School Play Team Member Job Description

<b>Job title:</b>	Play Team Member
<b>Reporting to:</b>	Lunchtime Provision Coordinator / SLT
<b>Salary:</b>	Pay Point A SCP 3 £11.77 per hour £22,737.00 pro rata
<b>Hours of Work:</b>	Monday – Thursday: 11.45am to 1.15pm and Friday: 11.45am – 1.30pm

### 1. Job Purpose / overall description

Working as a member of the Play Team, you will ensure that all our children have meaningful lunchtime play every day. You will work as a member of the Play Team to create a safe and stimulating outdoor environment providing social, active and creative play experiences for all. The Play Team are also responsible for ensuring that all our children have a pleasant eating experience at lunch time, whilst maximising the time they can spend outside playing. You will support all our children as they visit the dining hall and are responsible for clearing and cleaning the hall to a state ready for use (e.g. for PE, school assemblies) in the afternoon.

### 2. Main Duties

- Work as part of the Play Team to cover all lunchtime tasks daily. This will include sessions outside and also sessions in the dining hall.
- Work with the Play Coordinator to ensure all children have access to exciting play opportunities every lunch time.
- Facilitate play opportunities and act as an ambassador for play working to the Play work principles as derived from the Outdoor Play and Learning (OPAL) project.
- Work with the Play Coordinator, and other Play Team members to ensure that all our children have a safe site for play.
- Coordinate and communicate between play zones and dining hall to ensure all children visit the dining hall and eat their lunch.
- Assess play areas for risks daily and communicating/implementing any changes required.
- Assist with putting out and packing away of play equipment/kit.
- Record and report incidents of note that occur during lunchtime – e.g. site issues, behaviour, first aid.
- Assess and deliver first aid to pupils (if trained) and record on Medical Tracker.
- Assist children at lunch, e.g. with queuing, getting seated, opening packets, spillages, disputes, clearing plates / cutlery and encourage good eating and social skills.
- Clear and clean the hall during service (e.g. spillages, assisting with waste food, trays and cutlery).
- Clean tables and chairs at the end of service. If required, and in partnership with catering staff, pack down and store all dining hall furniture at the end of lunch. Sweep the floor ready for use in the afternoon.
- Offer care, support and advice for children during lunchtime.
- Contribute ideas and suggestions to improve the team practices and performance.

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- Promote and safeguard the safety and welfare of children in accordance with school child protection and behaviour management policies.
- Support and uphold the school vision. *'Together we can...Think Big, Have Fun, Learn More!'*
- Reward pupils with verbal praise for positive attitudes and behaviours.
- Reward pupils in the dining with yellow tokens when they have met the weeks focus.
- Attend periodic team meetings and/or training for professional development.
- Assist with training new team members.

### **3. Job Context**

The post holder will work under the general direction of the Play Coordinator. The Play Coordinator is directed by SLT who will take the lead on the strategic direction of the school, setting its philosophy and its vision. The post holder will have an important role in working directly with our children; working alongside the Play Coordinator and other Play Team members to deliver a programme of activities that is appropriate to the age and needs for the children in his/her care.

### **4. Supervision and Work Planning**

The Play Team member will not be required to supervise staff within the setting but will need to work with the Play Coordinator on planning activities for the children – this will be part of daily team meetings and weekly reflection sessions. The Play team are expected to supervise children at all times. Please note: this supervision may be at some distance depending on the School's Play Policy (methods of supervision could include direct, remote and roving).

### **5. Problems and Decisions**

The Play Team member will be required to resolve day to day issues of a practical or routine nature amongst the children but issues of an operational or organisational nature should be referred to the Play Coordinator.

### **6. Knowledge, Experience and Training**

- Previous experience of play work or working with children highly desirable
- Knowledge and/or understanding of the Playwork Principles desirable
- Previous first aid experience desirable (basic First Aid training will be provided)
- Literacy and numeracy: Ability to follow written guidance and procedures
- Problem solving: Ability to identify and resolve straightforward problems and refer complex problems to an appropriate member of staff
- Verbal and written skills: Play team members will be required to record incidents swiftly and add to appropriate central school records. Ability to give clear verbal instructions to children and team members. Ability to follow good protocol.

### **7. Skills and Personal Attributes:**

- Enjoy working with young people (all ages in the primary school range 4 – 11 years).
- Positive and supportive attitude towards young people of all ages, abilities and backgrounds.
- Confident in working with and able to influence and negotiate with children from Reception (4 years old) to Year 2 (7 years old).
- Strong teamwork skills; enjoy being part of a team, supportive, flexible and reliable.
- Practical, solutions driven.



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- Friendly, approachable and caring manner.
- Dependable, with good time keeping.
- Willingness to try new things and work outside comfort zone.

### **8. Physical Effort and/or Strain**

Working with children is demanding and requires stamina and resourcefulness. This post will require physical effort, such as initiating active games, demonstrating safe play, walking on uneven surfaces (field) and moving 'loose parts' materials, containers and furniture.

### **9. Working Environment**

The working environment will be part, or all of the school premises or accommodation selected by the school. Areas of high use are the outdoor play spaces and the dining hall, but not restricted to these.

### **10. Equipment**

- Play materials (e.g. scrap materials, loose parts, sports kit, storage containers, logs) will be in regular use.
- A bell is used to communicate when a class can go in for lunch
- Cleaning equipment (e.g. brooms, bags, sprays, cloths etc.)
- Folding tables/chairs
- First aid kit

### **11. General**

This job description only contains the principal accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. Duties may vary from time to time without changing the character of the post or the level of responsibility.

### **Special notes or conditions**

The post holder will be subject to a full police and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.

The post-holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's child protection and behaviour management policy.

Whilst the school hours are set, it is inevitable that other duties will be required from time to time. The post holder should be willing to work flexibly to deal effectively with such eventualities. Annual leave must be taken outside of term time. You will need to attend INSET day training when required. The SENDCo or other member of SLT will provide regular updates with the individual needs of children.

Signed [Postholder]:

Signed: [Headteacher]:

Date:

Date:

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## Play Team Member - Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		First Aid Certificate (Training will be provided)
<b>Knowledge, experience and training</b>		Previous experience of play work or working with children highly.
		Knowledge and/or understanding of the Play work Principles.
	Literacy and numeracy: Ability to follow written guidance and procedures	
	Problem solving: Ability to identify and resolve straightforward problems and refer complex problems to an appropriate member of staff	
	Verbal and written skills: Play team members will be required to record incidents swiftly and add to appropriate central school records. Ability to give clear verbal instructions to children and team members.	
<b>Skills and personal attributes:</b>	Enjoy working with young people (all ages in the primary school range 4 – 11 years).	
	Positive and supportive attitude towards young people of all ages, abilities and backgrounds.	
	Confident in working with and able to influence and negotiate with children from Reception (4 years old) to Year 2 (7 years old).	
	Strong teamwork skills; enjoy being part of a team, supportive, flexible and reliable.	
	Willingness to try new things and work outside comfort zone.	