



JOB DESCRIPTION

DIRECTORATE:

Education

JOB TITLE:

Playworker (Lunch)

GRADE: 2 Scale point 3 to 6

REPORTS TO:

Senior Lunch Supervisors & Play Co-ordinator

1. PURPOSE OF JOB:

Working as a member of the team, you will ensure that all our children have meaningful lunchtime play every day. You will work as a member of the team to create a safe and stimulating outdoor environment providing social, active and creative play experiences for all. The team is 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 in the afternoon.

2. MAIN RESPONSIBILITIES, TASKS & DUTIES

- Assist with putting out and packing away of play equipment
- Provide the play co-ordinator with feedback or reports etc as reasonably requested
- To attend team meetings and training opportunities – this will contribute to their Professional Development
- Working closely with the play co-ordinator and other members of the team to design a programme of activities which is appropriate to the age and needs of the children
- Ensuring all children have access to exciting play opportunities every lunch time
- Facilitate play opportunities and act as an ambassador for play
- Work with the site manager, play co-ordinator and other team members to ensure that all our children have a safe site for play
- Assess play areas for risks daily, communicating/implementing any changes required
- Assess and deliver first aid to pupils (if trained)
- Record and report incidents of note eg. First aid, behaviour, site issues
- Contribute ideas and suggestions to improve the team practices and performance

3.	<p>MANAGEMENT OF PEOPLE <i>[full managerial responsibility e.g. recruit, appraise, discipline etc]</i></p> <p>None</p> <p>SUPERVISION OF PEOPLE <i>[i.e. day to day supervision of & quality check of work]</i></p> <p>None</p>
4.	<p>CREATIVITY AND INNOVATION <i>What innovative and imaginative responses to issues are required to resolve problems?</i></p> <p>Work is straightforward and carried out under supervision and within set procedures with little opportunity for creativity.</p>
5.	<p>CONTACTS AND RELATIONSHIPS <i>What personal contacts and relationships are required with other people and organisations to carry out the job?</i></p> <p>The post holder will have contact with Headteacher, school employees and pupils.</p>
6.	<p>DECISIONS</p> <ul style="list-style-type: none"> • Will be required to assist the children in resolving day to day issues of a practical or routine nature, but issues of an operational or organizational nature should be referred to the Play Co-ordinator.
	<p>a) Discretion – <i>The postholder has the following discretions:-</i></p> <p>Work is carried out within clearly defined policies and procedures, advice can be sought from line manager.</p>
	<p>b) Consequences – <i>The consequences of the postholder’s decisions can be anticipated to impact on the following:</i></p> <p>Impact on school administrative processes, which is likely to be easily identified and remedied.</p>
7.	<p>RESOURCES <i>The postholder is personally accountable/responsible for the following:-</i></p> <ul style="list-style-type: none"> • Play materials (eg scrap materials, loose parts, storage containers, logs etc) are in regular use. • Whistles are used to communicate when year groups go in for lunch, tidy up time and end of play. • First Aid Kit, Lanyard and Medical/Allergy lists.
8.	<p>WORK ENVIRONMENT</p>
	<p>a) Work Demands – <i>Impact of deadlines and changing and conflicting priorities.</i></p> <p>Interruptions are intrinsic to the role but cause no major change to the overall task</p>
	<p>b) Physical Demands – <i>Continuing physical effort, bending, lifting, pushing etc</i></p> <p>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 and moving ‘loose parts’ materials. Certain supervision styles require the supervisor to continually move around an area.</p>

	<p>c) Working Conditions – <i>Exposure to disagreeable or unpleasant conditions.</i></p> <p>The working environment will be part, or all of the school premises. Areas of high use are the outdoor play spaces (playgrounds, field, forest school, den building, messy kitchens areas) and the dining hall, but not restricted to these.</p>		
	<p>d) Work Context – <i>Potential risk to safety & well-being, including abuse and aggression</i></p> <p>The postholder may have limited exposure to abuse/aggression from pupils, parents and carers.</p>		
9.	<p>KNOWLEDGE AND SKILLS <i>required to be fully competent in the post</i></p> <ul style="list-style-type: none"> • Previous experience of working with children is desirable and/or a willingness to learn and understand the Playwork Principles and importance of play • 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: Ability to record incidents swiftly and to give clear verbal instructions to children. Ability to follow good protocol 		
10.	GENERAL		
<p>Job Evaluation - This job description has been compiled to allow the job to be evaluated by the Academy.</p>			
<p>Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.</p>			
<p>Equal Opportunities - The postholder is required to carry out the duties in accordance with Equal Opportunities policies.</p>			
<p>Health and Safety - The postholder is required to carry out the duties in accordance with the Health and Safety policies and procedures.</p>			
	Name	Signature	Date
Job Description written by [Manager]			
Job Description written by [Post holder]			