



Richard Whittington

Primary School

JOB DESCRIPTION: PLAY COORDINATOR

HERTFORDSHIRE COUNTY COUNCIL PAY SCALE

Scale: H2 – H4

Hours: Between 10 and 15 hours per week

Purpose

The play coordinator will support and facilitate meaningful and productive child-initiated play during the school day. This role could run alongside another role in the school.

Line management:

The post holder is responsible to the headteacher and PE leader for fulfilling the duties set out in this job description.

Statutory requirements:

The post holder will have a responsibility to promote and safeguard the safety and welfare of children in accordance with the schools' safeguarding incorporating child protection policy; anti-bullying policy; behaviour policy; and in line with the school's values and mission statement.

Responsibilities

Ensure wellbeing of pupils

- Ensure that all play team staff are completing their main duties to a high standard and that all staff are facilitating play development.
- Ensure that you and your play team have read the play policy and are fully supportive of it.
- Ensure the safety, welfare and general conduct through appropriate application of the school's policies and procedures.
- Establish safe and proper behaviour, by appropriate intervention and use of the school behaviour policy.
- Complete any relevant documentation required by the school in relation to incidents occurring during the lunchtime break period.
- Participate in OPAL/team around the child (TAC)/medical meetings, as required.
- Ensure you and your play team are aware of children's special medical conditions and the relevant precautions and treatments necessary.
- Take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.
- Report any major accidents or bumped heads to the office, class teacher, headteacher and pastoral leader and record in the accident book.

Ensure a diverse range of playable resources are provided for, and are accessible to, all children

- Ensure there are sufficient resources to promote each of the 'play types' as listed in the play policy.
- Check the quality and condition of resources and repair or remove any resources that are not of a suitable condition.
- Ensure resources are stored appropriately.

Discuss resources with the children (JLT) and use their views to create development plans

Organise and carry out the replenishment of resources through:

- Securing funding from internal or external sources.
- Purchasing resources as required.
- Coordinating appeals within school and local communities for resources.
- Collecting resources from sources such as the Scrapstore.

Provide support and training for other school staff or pupils as required

- Build play team members expertise and practice.
- Organise and support pupil playground leaders with their role.
- Facilitate peer led play opportunities.
- Provide suggestions for playmaker activities and games.

Ensure enriching play events or opportunities are created

- Discuss and plan with pupils/staff and school council.
- Implement planned activities which promote play development.
- Review activities to promote self-evaluation and play development.

Create opportunities for play to support the social and behavioural development of pupils

- Ensure a rich and varied set of play opportunities is available to all children.
- Provide engaging playwork interventions for pupils who find positive behaviour choices challenging.

Resources and support:

This post will carry an entitlement to appropriate support from the headteacher and P.E. leader.

Review:

The job description sets out the principle responsibilities for the post but does not describe each of the tasks that it may be necessary to carry out.

The job description may be reviewed from time to time in consultation with the post-holder in order to address the changing circumstances of priorities within the school.

Knowledge, experience and training:

Desirable:

- Prior experience of working with children in an educational or playwork setting.
- Relevant qualifications or experience of working with children.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school
- Add any other duties of particular relevance to your school

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.