

DUNALLEY PRIMARY SCHOOL

JOB DESCRIPTION

Post Title: OPAL Play Partner

Grade: Grade 2 Point 3

Leave to be taken during school holidays

Responsible to: Play Coordinator and School Leadership Team

Job Purpose:

Working as part of the Play Team, inspiring, motivating and leading by example, making a significant contribution to the continued improvement of lunchtime provision for the children.

Ensuring that all our children have a meaningful lunchtime play everyday by creating a safe and stimulating outdoor environment providing social, active and creative play experiences.

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. Members of The Play Team will support children as they visit the dining hall and will be responsible for clearing and cleaning the hall to a good level ready for school use such as PE lessons and assemblies each afternoon.

Main duties

- Work as part of the Play Team to cover all lunchtime tasks daily. This will include sessions outside and 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.
- Work with the Site Manager, Play Coordinator, and Play Team members to ensure that all our children have a safe site for play.
- Assess play areas for risks daily and communicate/implement 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). Assist with first aid reporting.
- Coordinate and communicate between play zones and dining hall to ensure all children visit the dining hall and eat their lunch.
- Coordinate and communicate with the Play Coordinator, play colleagues and the Senior Midday Supervisor to ensure that all children visit the dining hall in a scheduled manner, to minimise queuing and maximise play time outside.

- 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, pack down and store all dining hall furniture at the end of lunch. Sweep and mop 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.
- Promote and safeguard the safety and welfare of children in accordance with school child protection and behaviour management policies.

• Support and uphold the Dunalley vision and ethos: Learning and achieving together. Our school empowers all children to embrace learning, achieve their personal best and build their emotional, social and physical wellbeing.

We value each individual and celebrate diversity

We care about each other and the environment

We persevere and grow together

We are ready, respectful and safe

- Attend periodic team meetings and/or training for professional development.
- Assist with training new team members.

Job context

The post holder will work under the general direction of the Play Coordinator. The Play Coordinator is directed by the Senior Leadership Team 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 their care.

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. It will be incumbent on the Play team 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).

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.

Knowledge, experience and training

- Previous experience of play work or working with children highly desirable
- Knowledge and/or understanding of the Play work 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.

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 6 (11 years old).
- Strong teamwork skills; enjoy being part of a team, supportive, flexible and reliable.
- Practical, solutions driven.
- Friendly, approachable and caring manner.
- Dependable, with good time keeping.
- Willingness to try new things and work outside comfort zone.

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 (slopes, sand) and moving 'loose parts' materials, containers and furniture.

Working environment


The working environment will be part, or all the school premises or accommodation selected by the school. Areas of high use are the outdoor play spaces (playgrounds, the school field, outdoor seating, the forest school area, mud Kitchen) and the dining hall, but not restricted to these.

Equipment

Play materials (e.g. scrap materials, loose parts, sports kit, storage containers, logs) will be in regular use.
Whistles may be introduced to communicate. i.e when a year group can go in for dinner/packed lunches
Cleaning equipment (brooms, bags, sprays, cloths etc)
Folding tables/chairs
First aid kit

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.

There is an expectation that all members of staff will participate in INSET and training activities to continue their own professional development and to enhance their role within school.

These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post