



PLAY COORDINATOR JOB DESCRIPTION

Salary grade: SCP: N

Purpose

The Play Coordinator will support and facilitate meaningful and productive child initiated play during the school day **in accordance with the play policy.**

Line Management:

The post holder is responsible to the Headteacher and Outdoor Learning 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' child protection and behaviour management policy.

Responsibilities

Ensure well-being of pupils

Supervise pupils in designated areas of the school (including playground or external spaces) during **the lunchtime/ break times** and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.

Establish safe and proper behaviour, by appropriate intervention or referral to senior staff, as appropriate.

Identify and report any unauthorised visitors on school premises.

Complete any relevant documentation required by the school in relation to incidents occurring during the lunchtime break period and to participate in review/medical meetings, as required.

Be aware of any special medical conditions, e.g., Haemophilia, 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 class teacher and record in the accident book.- this is done by our first Aiders- need to look at and clarify

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

Ensure **resources** are stored appropriately.

Check the quality and condition of resources and repair or remove any resources that are not of a suitable condition

Discuss resources with the children (school council) 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

School animals made accessible to pupils in line with school policies

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

- Build playworker expertise and practice within the Play Team
- Organise and support pupil Playground Buddies with their role
- Facilitate peer led play opportunities
- Provide suggestions for Play Maker activities and games

Ensure enriching play events or opportunities are created

- Discuss and plan with pupils/staff and School Council
- Implement planned activities
- 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 to engage in
- Provide engaging playwork interventions where pupils who find positive behavior choices challenging

Knowledge, experience and training

- Essential: Prior experience of working with children in an educational or playwork setting is essential.
- Relevant qualification
- Desirable: Playwork Level 2 or above.

Resources and support:

This post will carry an entitlement to appropriate support from the Headteacher and Outdoor Learning 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.

Signed: _____ Postholder.

Date: _____

Signed: _____ Headteacher.

Date: _____