

THE COPPICE PRIMARY SCHOOL

JOB DESCRIPTION



Job title: Play team member (lunchtimes)

Grade: Grade 1 - 7.5 hours per week

Reports to: Curricular lead for play



Job purpose and content

Working as a member of the play team, you will ensure that all of 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 is also responsible for ensuring that all our children have a pleasant eating experience at lunchtime, while maximising the time they can spend outside playing. You may be asked to support all our children as they visit the dining halls and are responsible for clearing and cleaning the halls to a state ready for use by school in the afternoon.

Responsibilities and role

- Work as part of the play team to cover all lunchtime tasks daily. This will include sessions outside and sometimes working in the dining hall.
- Work with the Play Coordinator to ensure all children have access to exciting, age-appropriate play opportunities every lunchtime.
- 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.
- Coordinate and communicate between play zones and the dining hall to ensure all children visit the dining hall and eat their lunch.
- Assess play areas for risks daily and communicate/implement any changes required.
- Assist with putting out and packing-away of the play equipment/kit.
- Record and report incidents of note that occur during lunchtime (*eg, site issues, behaviour, first aid*).
- Assess and deliver basic first aid to pupils. Assist with first aid reporting.
- Coordinate and communicate with the Play Coordinator, play colleagues and the catering team to ensure that all children visit the dining hall in a scheduled manner, to minimise queuing and maximise play time outside.

You may be asked to:

- Assist children at lunch, e.g with queuing, getting seated, opening packets, spillages, disputes, clearing plates / cutlery and encourage good eating, hygiene 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 the floor ready for use in the afternoon.

Safeguarding, development and support

- Promote and safeguard the safety and welfare of children in accordance with the school's child protection and behaviour management policies.
- Offer care, support and advice for children during lunchtime.
- Contribute ideas and suggestions to improve the team practices and performance.
- Support and uphold the school's values system and school rules and reward pupils with verbal praise for positive attitudes and behaviours.
- Attend periodic team meetings and/or training for professional development.
- Assist with training new team members.
- To complete school-based induction and any subsequent training required to improve performance

Problems and decisions

- The play team member will be required to resolve day-to-day issues of a practical or routine nature among the children. Issues of an operational or organisational nature should be referred to the play coordinator.

Knowledge, experience and training

- Previous experience of playwork or working with children is highly desirable.
- Knowledge and/or understanding of the Playwork Principles is desirable.
- Basic first aid training knowledge is desirable.
- 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. Ability to give clear verbal instructions to children and team members. Ability to follow good protocol.

Skills and personal attributes

- Enjoy working with children of all ages in the primary school range, 4 to 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 Nursery (3 years old) to Year 6 (11 years old).
- Strong teamwork skills; enjoy being part of a team, supportive, flexible and reliable.
- Friendly, approachable and caring manner.
- Dependable, with good timekeeping.
- Willingness to try new things and work outside your comfort zone.

Name (printed).....

Signed.....

Date:.....