Play Coordinator Job Description – Howbridge Junior School

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| **Job title:** | Play Coordinator | **Reporting to:** Headteacher |
| **Contract / Hours:** | 11 hours per week | **Salary:** Grade E |

**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 P.E. 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 that all Play Team staff are completing their main duties to a high standard and that all staff are facilitating play development.
* Ensure you and your Play Team are aware of children’s special medical conditions and the relevant precautions and treatments necessary.
* Support and uphold the school’s values systems including rewards for positive attitudes and behaviours and sanctions for negative ones.
* Work with the Site Manager and Health and Safety Coordinators to ensure that all children have a safe site for play e.g. writing risk assessments and periodic site inspections
* 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 organise repair or removal of any resources that are not of a suitable condition.
* Ensure resources are stored appropriately.
* Organise and carry out the replenishment of resources through:
* Investigating funding from internal or external sources.
* Purchasing / collecting resources as required.
* Identify and recommend solutions to issues of an operational or organisational nature to the Assistant Headteacher or Headteacher as appropriate.
* Plan and organise regular team briefings for the play team on organisational arrangements
* Plan and lead termly play assemblies to communicate with pupils eg any new initiatives/play plans etc.
* Build Play Team members’ expertise and practice.
* Induct and train members of the play team and monitor their performance through the school’s performance management process.
* Organise and support pupil Playground Leaders with their role.
* Facilitate peer-led play opportunities.
* 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.

**Knowledge, experience and training:**

Essential:

* Prior experience of working with children in an educational or playwork setting is essential.
* Relevant qualifications or experience of working with children.

Desirable:

* Playwork Level 2 or above.