



DRAYTON PARK SCHOOL

Job Description and Person Specification for Play Team Member

Position:	Play Team Member (1 Year Fixed Contract)
Grade:	NJC Scale 2 Actual Salary Scale 2 Spinal point 3-4 £5,614.40-£5,649
Hours:	<p>This is a part-time position and hours are term time only.</p> <p>The postholder must be on site, fully prepared to supervise and support lunchtime play provision, during their allocated hours. These will be between 11:45am and 13:15pm each day, although exact hours will depend on the individual role. Weekly hours will total 7.5 hours a week.</p> <p>On occasion post-holders may be asked to work extra hours, for example to attend training sessions. These hours will be paid.</p>
School:	Drayton Park
Responsible to:	Play Coordinator

PURPOSE OF THE POST

Under the general direction of the Play Coordinator, the Play Team Member will be responsible for supervising and providing a stimulating play environment for children. The Play Team Member may be asked to devise and deliver play activities appropriate to the age and individual needs of children and which reflect and maintain the Playwork Principles.

DUTIES AND RESPONSIBILITIES

- To work with the Play Coordinator to devise and deliver a programme of activities which contributes to the day to day care, welfare and safety of children whilst in the school setting.
- To be aware of the names of children and to take account of children's needs when devising a programme of activities.
- To make the necessary preparations for childcare e.g. setting up the resources/space, preparing play activities and so forth appropriate for the age of child.
- To support children whilst eating lunch and work with the school's catering team and other colleagues to ensure lunch is an orderly, happy, healthy experience for all children.
- To help to support lunchtime in the lunch hall, the nursery or in classrooms as needed.
- To be aware of Child Protection procedures, to understand the necessary protocols and to communicate any concerns immediately to the Play Coordinator.
- To be aware of the school's policies on Admissions, Accidents, Behaviour, Play, Health and Safety, Inclusion, Employment, Complaints etc. and to incorporate these into everyday practice.
- To support the development and maintenance of excellent behaviour among pupils, in line with their age and the school's ethos and policies.
- To provide the Play Coordinator with feedback or reports etc. as reasonably requested.
- To attend team meetings and training opportunities - this will contribute to the Play Team Member's professional development.

- To be responsible for any other activities considered to be commensurate with the role and responsibilities of the post.
- The post holder will be expected to act as an adult role model and support school policies when dealing with students or visitors to the school.

Personal and professional development

- Reflect on and evaluate your performance and be committed to improving your practice through appropriate professional development.
- Have a creative and constructive approach towards innovation; being prepared to adapt your practice where benefits and improvements are identified.
- Act upon advice and feedback and be open to coaching and mentoring.

Relationships

- Establish fair, respectful, trusting, supportive and constructive relationships with all children.
- Communicate thoughtfully, kindly and clearly, with colleagues. Listen to them well. Build positive, trusting, professional relationships with colleagues.
- If required, work constructively and professionally with a wide range of external agencies for the benefit of pupils and families.

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school. Abide by the school's code of conduct for staff.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out your professional duties and responsibilities.

Job Context

The post holder will work under the general direction of the Play Coordinator. The Play Coordinator is directed by the Headteacher/Governing Board 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 with the children; designing with the Play Coordinator a programme of activities which is appropriate to the age and needs for the children in his/her 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 Member to supervise children at all times. Please note: this supervision maybe at some distance depending on the School's Play Policy.

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

The post holder will be expected to have experience in a similar playwork / school setting. In addition, the post holder will need to demonstrate that they have the knowledge, experience and ability to do the job and satisfy an enhanced disclosure with the Disclosure and Barring Service. Knowledge of Child Protection procedures is essential to this post and a qualification in First Aid and Food Hygiene would be desirable.

Physical Effort and / or Strain

Working with children is demanding and requires stamina and resourcefulness. This post will require physical effort, such as playing vigorous games with children. It will also require postholders to spend significant periods of time standing and walking.

Working Environment

The working environment will be part or all of the school premises. Much of the work will take place in the school playgrounds, outside.

Equipment

The use of equipment is not a key feature of this post. The post holder would benefit from being competent in the use of computers and other equipment which might have interest value for children and to aid in staff communication, through, for example, email.

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.

Whilst the school hours are set, it is inevitable that other duties will be required from time to time. The post holder should be willing to work flexibly to deal effectively with such eventualities.

This job description may be amended at any time in consultation with the postholder.