



Job Description

Recreational (including OPAL) manager and wider curriculum specialist

Post:	Recreational manager (including OPAL) and wider curriculum specialist
Hours:	36 per week (8:30 am – 4:00 pm 3 days, 8:30 am – 4:30 pm 2 days) term time only + 5 development days)
Grade:	KR6
Responsible to:	Outdoor Learning Leader
Based at:	Lady Joanna Thornhill (Endowed) Primary School
Start date:	As soon as possible

This is a permanent position

Main purpose

To develop and manage a Lady Joanna Play Team, organising and supervising staff working during the playtimes and lunchtimes so as to ensure the safety and general welfare of all children.

To organise and supervise a range of appropriate play activities for pupils to ensure that these times are an enjoyable experience for all children.

To facilitate outdoor learning/forest school as directed by the Outdoor learning lead / Sports lead.

To contribute to the Lady Joanna Legacy and character development programme.

Duties and responsibilities

- Plan the work of the Play Team to ensure that all lunchtime tasks are covered daily including timetabling of roles, cover for absences etc. identifying skills/aptitudes of the members of the play team. This will include roles inside and outside of the dining room.
- Organise the communication between playgrounds and the dining hall to ensure all children eat their lunch and queuing is minimised.
- Organise the setting up, cleaning and clearing of the halls in conjunction with the catering team to ensure the space is ready for afternoon use.
- Promote and safeguard the safety and welfare of children in accordance with the school child protection and behaviour management policies. Ensure that the play team record and report incidents that occur during lunchtime e.g. site issues, behaviour, first aid in accordance with these policies.
- Support and uphold the school's values systems, including rewards for positive attitudes and behaviours and sanctions for negative ones.

- Organise appropriate first aid arrangements at lunchtimes, in accordance with school policies and advice from the Designated First Aiders.
- Offer care, support and advice for children during breaks and lunchtimes.
- Plan and organise weekly/regular team briefings for the play team on organisational arrangements.
- Plan and organise termly planning and development play team meetings.
- Organise professional development training for the playtime e.g. play activities, first aid, networking with other OPAL schools etc.
- Induct and train members of the play team.
- Identify and recommend solutions to issues of an operational or organisational nature to the Deputy Headteacher or Headteacher as appropriate.
- Cover PE or outdoor learning sessions as required.
- Take after school clubs twice weekly.

Other areas of responsibility

- Read and follow the relevant school policies.
- Maintain the policy schedule, providing notice of when they are up for renewal.
- Undertake training required to develop in the role.
- Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy.
- Contribute to the safety of children and young people and protect them from harm.
- Provide administrative support for the wider senior leadership team when required.
- Maintain a high degree of confidentiality with regard to issues concerning members of staff and pupils. Respond with tact, sensitivity and awareness to pupils and parents in relation to duties undertaken.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.