

## **Job Description: OPAL Play Leader**

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**School:** Ramsgate Holy Trinity C.E. Primary School

**Grade:** KSA

**Responsible To:** Headteacher

### **PURPOSE OF THE JOB:**

Working as a member of the OPAL Play Team, you will help to create an environment where all of our children have the opportunity for meaningful lunchtime play every day. You will work as part of a team to create a safe and stimulating outdoor environment, providing social, active and creative play experiences for all. Although responsible to the Headteacher, you will work under the direction of the OPAL Play Coordinator.

You may also be responsible for supporting children in the lunch hall and maximising the time they can spend outside playing. This could also include clearing the tables to a state ready for use by other diners.

### **KEY DUTIES AND RESPONSIBILITIES:**

- Work as part of the play team to cover all daily lunchtime tasks. This will include sessions outside, and in the dining hall.
- Work with the play coordinator to ensure all children have access to exciting age-appropriate play opportunities every lunch time.
- Facilitate play opportunities and act as an ambassador for play.
- Work with the 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 play equipment/kit.
- Record and report incidents of note that occur during lunchtime – e.g. site issues, behaviour, first aid.
- Assess and deliver first aid to pupils. Assist with first aid reporting.
- Communicate effectively 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.
- 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).
- Contribute ideas and suggestions to improve the team practices and performance.
- Promote and safeguard the safety and welfare of children in accordance with school child protection and behaviour management policies.
- Support and uphold the school's values system and school rules and reward pupils with verbal praise for positive attitudes and behaviors.
- Attend periodic team meetings and/or training for professional development.
- Assist with training new team members.
- Complete school-based induction and any subsequent training required to improve performance.

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
<b>Knowledge, experience and training</b>	<ul style="list-style-type: none"> <li>• Previous experience of OPAL or working with children is desirable.</li> <li>• Previous first aid experience desirable (basic first aid training will be provided).</li> <li>• Literacy and numeracy: ability to follow written guidance and procedures.</li> <li>• Problem solving: ability to identify and resolve straightforward problems and refer complex problems to an appropriate member of staff.</li> <li>• Verbal and written skills: play team members will be required to record incidents swiftly and add to appropriate central school records.</li> <li>• Ability to give clear verbal instructions to children and team members.</li> <li>• Ability to follow good protocol.</li> </ul>
<b>Skills and personal attributes</b>	<ul style="list-style-type: none"> <li>• Enjoy working with young people (all ages in the primary school range 4 to 11 years).</li> <li>• Positive and supportive attitude towards young people of all ages, abilities and backgrounds.</li> <li>• Strong teamwork skills; enjoy being part of a team, supportive, flexible and reliable.</li> <li>• Practical, solutions driven.</li> <li>• Friendly, approachable and caring manner.</li> <li>• Dependable, with good time keeping.</li> <li>• Willingness to try new things and work outside comfort zone.</li> </ul>
<b>Physical effort and/or strain</b>	<p>Working with children is demanding and requires stamina and resourcefulness. This post will require physical effort, such as initiating active games, demonstrating safe play, walking on uneven surfaces (slopes, sand) and moving 'loose parts' materials, containers and furniture.</p> <p>The working environment will be part, or all, of the school premises or accommodation selected by the school. Areas of high use are the outdoor play spaces (playgrounds, field, outdoor seating, wooded/scrub areas, sand pits, mud kitchen, forest school area) and the dining hall, but are not restricted to these.</p>

<b>Special notes or conditions</b>	<p>The post-holder will be subject to an enhanced DBS check and full safer recruitment procedures. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.</p> <p>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.</p>
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### Person Specification

Skills and abilities	Essential	Desirable	Assessed by
Able to organise one's own work, to prioritise tasks and keep to deadlines	✓		Application and interview
Able to work independently and support the work of the team	✓		Application and interview
Able to be flexible and respond effectively to the 'unexpected'	✓		Application and interview
Able to communicate and interact effectively with adults and children and young people	✓		Application and interview
Able to apply instructions given by teachers or supervisors	✓		Interview
Able to maintain confidentiality of pupil information	✓		Interview
Able to demonstrate respect for pupils and be able to listen to their views	✓		Interview
<b>Knowledge</b>			
A basic understanding of health, safety and security issues in schools		✓	Interview
<b>Qualifications and experience</b>			
First aid certificate (or willingness to complete the training)		✓	Application and interview
Experience, on a voluntary or paid basis, of working with children or young people		✓	Application and interview
Previous experience of working in a school, nursery or playgroup (on a paid or voluntary basis)		✓	Interview
Willingness and motivation to participate in any training or development required to improve skills/performance	✓		Application and interview
Willingness and motivation to achieve Level 2 certification in literacy and numeracy	✓		Interview

The school expects all staff to be flexible. This means that a play team member can be expected to carry out duties that are not specified in this job description but that are within the scope of responsibilities of the post.

