

Job Description: Play Team member

At Fairlop, this role was formerly known as a Midday Assistant.

Purpose of job

Working as a member of the play team, you will ensure that all 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 lunch time, whilst maximising the time they can spend outside playing. You may be required to perform any additional particular duties as may be reasonably assigned by the Headteacher. You will be expected to promote the vision, aims and values of the school, in line with our status as a UNICEF Rights Respecting Schools: Gold Award school..

Main duties

- Work as part of the play team to cover all lunchtime tasks daily. This will include sessions outside and also sessions in the dining hall.
- Work with the play coordinator to ensure all children have access to exciting play opportunities every lunch time.
- Facilitate play opportunities and act as an ambassador for play.
- Work with the Curricular Lead for Play (CLP), health and safety lead, 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 dining hall to ensure all children visit the dining hall and eat their lunch.
- Assess play areas for risks daily and communicating/implementing any changes required.
- Assist with putting out and packing away of 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 (if trained). Assist with first aid reporting.
- Coordinate and communicate with the play coordinator 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 encouraging good eating and social skills.
- Support with clearing and cleaning the hall during service (e.g. spillages, assisting with waste food, trays and cutlery).
- Offer care, support and advice for children during lunchtime.
- 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, our Fairlop Charter 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.

Professional responsibilities

- Communicate with colleagues and co-operate and work as a member of a team.
- Attend any CPD deemed necessary for your personal development.
- To understand and comply with the school's policies and procedures.
- To understand and comply with Health and Safety regulations, ensure that any hazards, near miss incidents and accidents are reported appropriately.
- To maintain site security and approach visitors entering school premises.

- Manage behaviour effectively to ensure a good and safe environment where children can enjoy their play activities.
- To assist in maintaining discipline by dealing with minor matters and reporting serious incidents to a member of the Senior Leadership Team in line with the school's policies and procedures.
- To maintain confidentiality at all times and share information on a need-to-know basis in line with school procedures.
- To have a flexible approach to roles and responsibilities within the team.
- To deal sensitively and calmly with children at all times in line with our Rights Respecting Schools Award approach.
- To demonstrate sensitivity and tact in all situations.

Job context

The post holder will work under the general direction of the play coordinator. The play coordinator is directed by the CLP and the headteacher/governing body 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 directly with our children; working alongside the play coordinator and other play team members to deliver a programme of activities that is appropriate to the age and needs for the children in their 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 to supervise children at all times. Please note: this supervision could include direct, remote and roaming.

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.

Physical effort and/or strain

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.

Working environment

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, MUGAs, outdoor seating, 'The Beach', mud kitchen, environmental area) and the dining hall, but not restricted to these.

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.

Person Specification: Play Team Member

Attributes	Essential	Desirable
Qualifications and Training	- Ability to follow written guidance and procedures. - Secure literacy skills as play team members will be required to record incidents swiftly and add to appropriate central school records.	- Training in relevant behaviour strategies - Safeguarding training - Previous first aid experience
Experience	- Previous experience of working with children of primary school age.	- Experience in a Midday Assistant or Play Team member role - Previous experience of play work
Knowledge and Skills	- Ability to organise and supervise a range of lunchtime games / activities - Knowledge of how to maintain safe supervision of children - Effective communication skills with both children and adults - Ability to make decisions quickly to ensure the safety of children - Ability to identify and resolve straightforward problems - Ability to refer complex problems to an appropriate member of staff - Understanding of the importance of confidentiality and discretion - Ability to follow instructions accurately but also to show initiative and make good judgements when required	- Knowledge of how to promote healthy eating - Knowledge and/or understanding of the Playwork Principles
Personal characteristics	- Flexible attitude to work and willingness to support colleagues - A helpful and positive nature with a calm and caring disposition - Positive and supportive attitude towards young people of all ages, abilities and backgrounds. - Hardworking, conscientious and flexible - Adaptability and the skills to work in harmony with a range of individuals - Practical, solutions driven. - Commitment to the safeguarding and welfare of all pupils - Willingness to try new things and work outside of their comfort zone.	