Play Co-ordinator
(Play Worker Qualified NVQ2)

1  Job Purpose

To work as a team member under the leadership and direction of the Manager of the Before & After School Club. To provide care and play opportunities in a safe and secure environment for all pupils aged 4 – 11 years, through individual attention and a range of stimulating activities. To lead and co-ordinate other Play Workers as and when necessary.

2  Duties and Responsibilities

- To prepare play opportunities both inside and outside, before and after the school day.
  - To be proactive in planning, preparing and delivering play opportunities and activities along with arranging all the necessary equipment.
  - To be proactive in setting up and clearing away at the beginning and end of each session.
  - To be responsible for preparing and maintaining the visual learning environment.

- To lead play activities to enhance the pupil’s free-time encouraging valuable play experiences that enhance the development of pupils.
  - To supervise, lead play activities and interact with the children promoting inclusive play at all times.
  - To develop opportunities which encourage children’s social, physical, intellectual, creative and emotional development through play.
  - To ensure that all play and activities meet the full range of children’s individual and group needs; consulting with the children and involving them in the planning process.

- To maintain Key Worker Folders for all nominated children,
  - To be proactive in completing observations on a range of play opportunities and activities.
  - To assist children in the completion of activity assessments as and when required.
  - To ensure that paperwork is completed, submitted and filed in a timely manner.

- To supervise and co-ordinate the work of others involved with play as and when necessary.

- To assist with the preparation and serving of the children’s breakfast and snacks.
  - To ensure that breakfast and/or snacks is provided in a timely manner to those children who require it.
  - To encourage and promote healthy eating patterns.
  - To encourage the development of good table manners and promote social interaction at meal times.
  - To assist/supervise children with their general hygiene requirements.
  - To be aware of children on special or restricted diets from information provided by school and parents.
• To work toward the good operation of the school’s behaviour policy.
  ▪ To ensure good behaviour and a calm atmosphere at all times, sharing responsibility for order and discipline in the club.
  ▪ To deal positively with good behaviour; giving praise and promoting the importance of positive behaviour management.
  ▪ To deal with any inappropriate, unacceptable or challenging behaviour in line with policy, reporting serious issues to the Manager for clarity of next steps.

• To deal with, and be confident when speaking to, parents of pupils and maintain cooperative and effective working relationships.
  ▪ To ensure equal opportunities to all parents and children who use the provision.
  ▪ To ensure confidentiality of any information received and work within the remit of the Data Protection Act.

• To ensure all tasks are carried out with due regard to Health and Safety.
  ▪ To be aware of personal care and implement health and safety procedure in relation to equipment used, activities undertaken and preparation of food on premises. Discourage dangerous activities unless planned and risk assessed.
  ▪ To deal with any spillage or hazard in line the procedure.
  ▪ To deal with any first aid incident as appropriate in line with training undertaken.
  ▪ To ensure the accurate recording of accidents in the first aid book/form as appropriate, completing paperwork in a timely manner and informing parents/class teacher as appropriate.
  ▪ To be aware of children with special and/or medical needs and know the related care plans/medication held by the club.

• To have responsibility for safeguarding and promoting the welfare of children and to follow the child protection procedures adopted by the school.
  ▪ To report and record any safeguarding concerns immediately in line with school and Local Authority procedure.
  ▪ To provide comprehensive care for the children; collecting them from school and delivering them safely to parents/carers.
  ▪ To be aware of cultural differences between children dealing immediately with issues which cause concern in line with school procedure.
  ▪ Be vigilant of any external risks, entry and exit procedures, visitors etc.

• To undertake appropriate professional development including adhering to the principle of performance management.
  ▪ To attend appropriate training sessions when required to do so.

• To adhere to the ethos of the school.
  ▪ To promote the agreed values and aims.
  ▪ To set an example of personal integrity and professionalism.
  ▪ To attend appropriate staff meeting

• Any other duties as commensurate within the grade in order to maintain the smooth running of the club
### 3 Supervision Received

**Supervising Officer’s Job Title:** Before and After School Club Manager  
**Level of supervision:** Left to work within established guidelines subject to scrutiny by supervisor

### Person Specification

**Method of Assessment (MOA)**

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<thead>
<tr>
<th>Criteria</th>
<th>Essential</th>
<th>MOA</th>
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<tr>
<td><strong>Education / Qualifications</strong></td>
<td>NVQ Level 2 in Childcare, Early Years or Play Work or equivalent</td>
<td>AF / C</td>
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<td>A good level of English</td>
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<td><strong>Experience</strong></td>
<td>Experience of leading play with children</td>
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<td><strong>Skills &amp; Abilities</strong></td>
<td>▪ Have a passion for working with children</td>
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<td>▪ Works well within a team</td>
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<td>▪ Be a flexible and adaptable person with a pleasant manner; patient, caring and responsible with a good sense of humour</td>
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<td>▪ Be able to plan, organise and be actively involved with a variety of activities for children</td>
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<td>▪ Be confident to deal with the public and parents tactfully and courteously and establish and maintain cooperative and effective working relationships</td>
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<td>▪ Communicate effectively with children, parents and staff</td>
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<td>▪ Understand and carry out oral and written instructions</td>
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<td>▪ A willingness to work for the aims of the school</td>
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<td><strong>Training</strong></td>
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<td>First Aid (Desirable)</td>
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<td><strong>Other</strong></td>
<td>Enhanced DBS check</td>
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