

JOB DESCRIPTION

Job Title: Senior Play Worker

Grade: GR2

No of Posts: One

1 JOB PURPOSE:

- 1.1 To lead the appropriate staff or Play workers during lunch and as required.
- 1.2 To be responsible for the Co-ordination of Play workers to ensure that at all times children are supervised and engaged with

2 DUTIES AND RESPONSIBILITIES:

- 2.1 To supervise and direct the work of other Play staff and/or Lunchtime Supervisors
- 2.2 To lead and supervise others involved with Play during the school lunch break
- 2.3 To lead play at other times if required and agreed with the job holder.
- 2.4 To assist at school meal times:
 - 2.4.1 To encourage and promote healthy eating patterns
 - 2.4.2 To encourage the development of good table manners and promote social interaction at meal times and at play
- 2.5 To work towards the good operation of the School's Behaviour Policy
- 2.6 To lead the lunchtime, in wet or dry weather, play activities to enhance the pupil's free-time encouraging valuable play experiences that enhance the development of the pupils
- 2.7 To deal with, and be confident when speaking to, parents of the pupils and maintain cooperative and effective working relationships as required.
- 2.8 To ensure all tasks are carried out with due regard to Health and Safety
- 2.9 To undertake appropriate professional development including adhering to the principle of performance management.

- 2.1 To adhere to the ethos of the school
 - 2.10.1 To promote the agreed vision and aims of the school
 - 2.10.2 To set an example of personal integrity and professionalism
 - 2.10.3 Attendance at appropriate staff meetings
- 2.11 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

**OBSERVANCE OF THE CITY COUNCIL'S
EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED**

3 SUPERVISION RECEIVED:

3.1 **Supervising Officer's
Job Title:
Deputy Head Teacher**

3.2 LEVEL OF SUPERVISION

- ~~1. Regularly supervised with work checked by supervisor~~
- 2. Left to work within established guidelines subject to scrutiny by supervisor
- ~~3. Plan own work to ensure the meeting of defined objectives~~

4 SUPERVISION GIVEN: (excludes those who are **indirectly** supervised ie through others)

Post Title	Grade	No of Posts	Level of Supervision
Senior Play Worker	2	1	2 - As in 3.2 above

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- Use 1, 2 or 3 as in 3.2

5 SPECIAL CONDITIONS:

5.1 None

PERSON SPECIFICATION

Job Title: Senior Playworker
Grade: GR2
No of Post: 1

Job No:
Division: Education
Section: Non-Teaching

Method of Assessment (M.O.A.)

A.F. = Application Form; I = Interview; T = Test or Exercise;

P = Presentation

CRITERIA	ESSENTIAL	M.O.A.
EXPERIENCE (Relevant work and other experience)	Experience of leading play with children	AF/I
SKILLS AND ABILITIES (Eg Written communication skills, dealing with the public)	<ul style="list-style-type: none"> • Be flexible and an adaptable person with a pleasant manner and a willingness to work for the aims of the school • Be confident to deal with the public and parents tactfully and courteously and establish and maintain cooperative and effective working relationships • Communicate with children, parents and staff effectively • Understand and carry out oral and written instructions • Leadership skills • Use materials and equipment safely and efficiently 	AF/I AF/I AF/I AF/I AF/I
TRAINING	Be willing to train and continue own learning and assist others in their duties	AF/I
EDUCATION/ QUALIFICATIONS NB Full regard must be paid to overseas qualifications	First Aid Trained or willing to undertake the training.	AF/I
OTHER	Approachable, sympathetic, enthusiastic, patient, resourceful	AF/I

ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY