



## Job Description

<b>Post:</b>	<b>Midday Assistant and Opal Play Coordinator</b>
<b>Responsible to:</b>	<b>Midday Lead/Curricular lead for Play or The Vice Principal/Principal</b>
<b>Term-time only:</b>	<b>15 hours per week (or as agreed)</b>

### Purpose

To help deliver the school's ethos of excellence by assisting in a variety of tasks during lunchtime, including supervision of children, supporting outside learning, assisting with lunchtime dining, and facilitating meaningful and productive child-initiated play in accordance with the school's play policy.

### Statutory requirements:

The post holder will have a responsibility to promote and safeguard the safety and welfare of children in accordance with the schools' child protection and behaviour management policy.

### *Main Duties and Responsibilities as a Midday Assistant*

- To ensure a positive dining experience for all students.
- To supervise children during outside learning time.
- To set up outside environments to promote a stimulating learning environment under the direction of SLT/Curriculum Lead.
- To assist with Teaching & Learning related administration such as displays, label making and laminating.
- To undertake and when required, deliver or be part of the appraisal system and relevant training and professional development.
- To support the school's values and ethos by contributing to the development and implementation of policies practices and procedures.
- To help create a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- To help develop a school culture and ethos that is utterly committed to achievement.
- To be active in issues of student welfare and support.
- To support and work in collaboration with colleagues and other professional in and beyond the school, as well as other support as required.
- To report defects, maintenance requirements, damage or other concerns immediately to the Business Manager/Premises Team to ensure that they can be dealt with promptly.
- To undertake other various responsibilities as directed by the Principal/Line Manager.
- To attend Inset and Training days as required.

### Principal: David Booth

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Registered address: United Learning, Fairline House, Nene Valley Business Park, Oundle, Northamptonshire, PE8 4HN

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## *Main Duties and Responsibilities as an Opal Play Coordinator*

### Ensure wellbeing of pupils

- Supervise pupils in designated areas of the school (including playground, classroom, hall or external spaces) during the lunchtime/break times and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.
- Establish safe and proper behaviour, by appropriate intervention or referral to senior staff, as appropriate.
- Identify and report any unauthorised visitors on school premises.
- Complete any relevant documentation required by the school in relation to incidents occurring during the lunchtime break period and to participate in review/medical meetings, as required.
- Be aware of any special medical conditions, eg haemophilia, and the relevant precautions and treatments necessary.
- Take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.
- Report any major accidents or bumped heads to the class teacher and record in the accident book.- this is done by our first aiders.

### Ensure a diverse range of playable resources is provided for, and is accessible to all children

- Ensure resources are stored appropriately.
- Check the quality and condition of resources and repair or remove any resources that are not in a suitable condition for continued use.

### Discuss resources with the children (school council) and use their views to create development plans

- Organise and carry out the replenishment of resources
- Securing funding from internal or external sources.
- Purchasing resources as required.
- Coordinating appeals within school and local communities for resources.
- Collecting resources from sources such as the scrapstore.

### Provide support and training for other school staff or pupils as required

- Build playworker expertise and practice within the play team.
- Organise and support pupil playground buddies with their role.
- Facilitate peer-led play opportunities.
- Provide suggestions for playmaker activities and games.

### Ensure enriching play events or opportunities are created

- Discuss and plan with pupils/staff and school council.
- Implement planned activities.
- Review activities to promote self-evaluation and play development.

### Create opportunities for play to support the social and behavioural development of pupils

- Ensure a rich and varied set of play opportunities is available for all children to engage in.
- Provide engaging playwork interventions where pupils who find positive behaviour choices challenging.

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This document is considered to provide an outline of the areas that this role involves. This document does not preclude the post holder developing systems and structures not specifically mentioned but related to his/her broad areas of responsibility. The roles outlined above are indicative and do not preclude anything else which may be reasonably requested commensurate with the post held and duties undertaken.

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## Person Specification

**Post** **Midday Assistant and Opal Play Coordinator**  
**Responsible to:** **Midday Lead/Curricular lead for Play or The Vice Principal/Principal**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Good numeracy/literacy skills</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid Qualification</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Ability to supervise and engage children positively.</li> <li>• Commitment to safeguarding and promoting welfare of children.</li> <li>• Understanding of behaviour management strategies.</li> <li>• Ability to organise and maintain resources.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in a school environment.</li> <li>• Knowledge of playwork principles and child development.</li> <li>• Experience in facilitating play activities and events</li> <li>• OPAL Training/Experience</li> </ul>
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Basic first aid knowledge</li> <li>• Work constructively and flexibly as part of a team, understanding school roles and responsibilities</li> <li>• Ability to work independently.</li> <li>• Understanding of behaviour management strategies.</li> <li>• Excellent role model for oral and written communication.</li> <li>• Good communication and interpersonal skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Basic I.T skills</li> <li>• Creative and proactive approach to engaging children in play.</li> <li>• Experience in minor first aid and health &amp; safety awareness</li> </ul>

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<b>QUALITIES</b>	<ul style="list-style-type: none"><li>• A highly professional approach to their work</li><li>• The ability to thrive in a 'no excuses' culture</li><li>• Great energy, enthusiasm and hope</li><li>• A real drive to make things happen</li><li>• A passionate desire to make a difference</li><li>• Good sense of humour</li><li>• Reliable, punctual, and flexible.</li></ul>	
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**I hereby accept the terms and conditions detailed above**

Print Name:

Postholder's signature:

Date:

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