

# Play Coordinator

## Job Description

### Grade 2- (NVQ Level 3 qualified)

#### **1. Job Purpose**

- 1.1 To plan fun and stimulating games and activities for appropriate staff to interact with children in the before and after school club setting.

#### **2. Key Responsibilities**

- 2.1 To plan and co-ordinate a wide range of age- appropriate planned activities for children to engage with. To supervise children's play and actively engage in these organised activities.
- 2.2 To promote the best interests of the children's development in a safe and secure environment. To encourage positive interactions and stimulating play within the before and after school club setting.
- 2.3 To inform staff and children of the week's timetable of activities scheduled, craft activities and food menu. To be responsible for planning and co-ordinating your own craft activities when timetabled to do so.
- 2.4 To ensure all equipments are safe to use and that the setting is visually appealing for the various age group of children and that the play areas are set up in an imaginative way. Be prepared to tidy away resources safely (this will include some lifting).
  - 2.4.1 To ensure staff have appropriate training with games equipment.
  - 2.4.2 To ensure that the equipment is appropriate to children's age and abilities.
  - 2.4.3 To inform your Line Manager where equipment has been misused, is faulty, missing or new equipment should be ordered.
  - 2.4.4 To keep a log of what play equipment is kept in the play shed or other toy storage areas.
- 2.5 To report any incidents or injuries that a child has suffered whilst playing and fill out the appropriate First Aid forms.
- 2.6 To act as a key person to an assigned year group and keep records as appropriate, to engage with planning key work activities for your year group of children. To maintain wet play boxes for each year group of children.
- 2.7 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.

- 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.
- 2.10 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 and parents evenings and be expected to work a proportion of Teacher Training Days or time to be made up as appropriate (to be discussed with Line Manager).
- 2.11 Any other duties as commensurate within the grade in order to ensure the smooth running of the school services which are being provided in the area that you are responsible for.

### 3. Supervision Received

- 3.1 Supervising Officer's Job Title: Busy Bodies Play Co-ordinator
- 3.2 Level of supervision:
  - ~~1. Regularly supervised with work checked by supervisor~~
  - 2. Left to work within establishment 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 i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)
<b>Busy Bodies Play Coordinator</b>	<b>GR2</b>		<b>3.2.2</b>

#### 4.1 Special Conditions

None

## Person Specification

### Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	Desirable	MOA
<b>Education/Qualifications</b> NB: Full regard must be paid to overseas qualifications.	<ul style="list-style-type: none"> <li>• NVQ Level 3 Qualification (or equivalent) in Childcare.</li> <li>• Maths and English GCSE Grade C or above.</li> </ul>	<ul style="list-style-type: none"> <li>• Sports qualification or working towards.</li> </ul>	AF/C
			AF/C
			AF/C
<b>Experience</b> Relevant work and other experience	<ul style="list-style-type: none"> <li>• Background of working with Children.</li> <li>• Responsibility of working within a team.</li> <li>• Experience of planning and leading play activities for children age 4-11 yrs.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsibility of supporting other team members.</li> </ul>	AF/I
			AF/I
			AF/T
			AF/I
<b>Skills &amp; Ability</b> e.g. written communication skills, dealing with the public etc.	<ul style="list-style-type: none"> <li>• Be flexible and an adoptable person with a pleasant manner and a willingness to work for the aims of the school and its services being provided.</li> <li>• Be confident to deal with the public and parents tactfully and courteously and establish and maintain cooperative and effective working relationships.</li> </ul>		AF/I
			AF/I

	<ul style="list-style-type: none"> <li>• An ability to communicate with children, staff and parents effectively and respectfully.</li> <li>• Ability to fulfil administrative duties.</li> <li>• Have an ability to deal effectively with inappropriate behaviour.</li> <li>• An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <b>Part 7 of the Immigration Act 2016</b></li> </ul>	<p>AF/ I / T</p> <p>AF/I</p> <p>AF/T</p> <p>AF/ I / T</p>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Willingness to engage in continuous professional development, Health and Safety awareness training and safeguarding training.</li> </ul>	AF/I
<b>Other</b>		

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

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Date:

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