



BURLINGTON JUNIOR SCHOOL

Headteacher: Mrs P Utting

020 8942 2687

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burlingtonj.kingston.sch.uk

Job title: Play coordinator

Managed by: Deputy headteacher

Purpose of the Job

- To establish and manage a primary school play team; organising and supervising staff working during the playtimes and lunchtimes, so as to ensure the safety, general welfare and proper conduct of pupils during these periods.
- To organise and supervise a range of appropriate play activities for pupils to ensure that these times are an enjoyable experience for all children.

Key job outcomes

1. Organisation and supervision of the play team

- Plan the work of the play team to ensure that all lunchtime tasks are covered daily, including timetabling of roles, cover for absences etc, identifying skills/aptitudes of the members of the play team. This will include roles inside and outside of the dining room.
- Organise the communication between playgrounds and the dining hall to ensure all children eat their lunch and that queuing is minimised. (AL)
- Organise the setting up, cleaning and clearing of the halls in conjunction with the catering team to ensure the space is ready for afternoon use. (AL)
- Promote and safeguard the safety and welfare of children in accordance with school child protection and behaviour management policies. Ensure that the play team record and report incidents that occur during lunchtime eg site issues, behaviour, first aid in accordance with these policies. (AL, ZK, SK)
- Support and uphold the school's values systems including rewards for positive attitudes and behaviours and sanctions for negative ones. (AL, ZK, SK)
- Organise appropriate first aid arrangements at lunchtimes in accordance with school policies and advice from the designated first aiders. (AL)
- Offer care, support and advice for children during breaks and lunchtimes. (ZK, SK)
- Plan and organise weekly/regular team briefings for the play team on organisational arrangements. (MB, AL)
- Plan and organise termly planning and development play team meetings. (MB, AL)
- Organise professional development training for the play team eg play activities, first aid, networking with other OPAL schools etc. (AL, ZK, SK, MB)
- Induct and train members of the play team and monitor their performance through the school's performance management process. (AL, MB)



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- Identify and recommend solutions to issues of an operational or organisational nature to the deputy headteacher or headteacher as appropriate. (ZK, SK,)

2. Organisation and supervision of play activities

- Lead the play team to ensure all children have access to exciting play opportunities every break and lunchtime. (ZK, SK)
- Model good practice during break and lunch time and expect high standards of those staff on duty (ZK, SK, MB, AL)
- Source loose part and other play equipment. (MB TK)
- Manage the OPAL project budget and/or fundraising activities for resources.(TK, MB)
- Work with the site manager and health and safety coordinators to ensure that all children have a safe site for play eg writing risk-benefit assessments and periodic site inspections.(MB)
- Assess play areas for risks daily and communicate/implement any changes required including the checking and disposal of loose parts. (AL, ZK, SK, MB, TK,)
- Plan and organise putting out and packing away of play equipment/kit at morning and afternoon breaks and lunchtimes. (ZK, SK, AL, TK, MB)
- Plan and lead termly play assemblies to communicate with pupils eg any new initiatives/play plans etc. (MB, TK)
- Participate in the OPAL team meetings and develop and implement the OPAL action plan. (AL, TK, MB, ZK, SK)

Any other duties as needed from the HT/ DHT.

Whilst the school hours are set it is inevitable that other duties will be required from time to time. The postholder should be willing to work flexibly to deal with such eventualities.

General accountabilities

Be responsible for own safety and not endanger that of colleagues/visitors to the workplace

Work in compliance with the codes of conduct, regulations and policies of the school and its commitment to equal opportunities.

Ensure that output and quality of work is of a high standard and complies with current legislation/standards.

All support staff are required to foster and apply a supportive relationship with all children, whether working on a 1:1 or group basis, and in particular, to promote acceptance and integration of children with special educational needs.

Date of job description: November 2023