

Senior Play Worker

Job Description

Grade: GRA - *Subject to Job Evaluation*

1. **Job Purpose**

- 1.1 To lead the appropriate staff or Play workers in the morning club, at playtimes and during lunch
- 1.2 To be responsible for the Co-ordination of Lunchtime Supervisors and/or Play workers to ensure at all times children are supervised and engaged with

2. **Key Responsibilities**

- 2.1 To supervise and direct the work of other Play staff and/or Lunchtime Supervisors
- 2.2 To lead play outside before the start of the school day
- 2.3 To lead and supervise others involved with Play during the school lunch break
- 2.4 To assist with the preparation and serving of the children's breakfasts before school
 - 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
- 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
- 2.11 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3. **Supervision Received**

- 3.1 Supervising Officer's Job Title:
- 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)

5. **Special Conditions**

5.1 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	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.		AF/C
Experience Relevant work and other experience	Experience of leading play with children	AF/I
Skills & Ability e.g. written communication skills, dealing with the public etc.	*Delete if not applicable *An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	AF/I
	Be confident to deal with the public and parents tactfully and courteously and establish and maintain cooperative and effective working relationships	AF/I
	Communicate with children, parents and staff effectively	AF/I

	Understand and carry out oral and written instructions Leadership skills Use materials and equipment safely and efficiently	AF/I
Training	Be willing to train and continue own learning and assist others in their duties	AF/I
Other	Be adaptable and a willingness to work for the aims of the school	AF/I

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

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace.

People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in.

Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health

assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with the has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in its area. All BCC employees are expected to:

Work in a way that prevents and protects service users from abuse.

- To be aware of the signs of abuse or neglect.
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.
- Record and report any concerns or incidents.

At Birmingham City Council (BCC), we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure BCC is a place for people to be their best, authentic selves.

We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up our vibrant staff networks for peer-led support, with safe spaces for those who need it and offer access to our talent programmes to support everyone in reaching their aspirations and fulfilling their potential.