

Job Description

Middlestone Moor Primary School



Post:- Outdoor Play and Learning (OPAL) Leader

Responsible to :- Head Teacher/Deputy Head Teacher

The Role:

It is expected that you will be a positive and committed member of the team of staff at Middlestone Moor Primary School, playing a full role in the personal and social development of the children of the school. We aim to provide a stimulating, caring and happy environment in which children are equipped with the skills they need to become successful lifelong learners.

Your job description describes in general terms what you will be expected to undertake. However, the jobs or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Roles and responsibilities:

Ensure well-being of pupils

- Supervise pupils in designated areas of the school (including playground or external spaces) during the lunchtime break 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.
- Be aware of any special medical conditions.
- Take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.
- Report accidents or bumped heads to the class teacher and record in the accident book.

Ensure stimulating resources are provided for, and are accessible to, all children

- Lead, support and supervise the promotion of positive play at lunchtime according to the ethos of OPAL (Outdoor Play and Learning)

<http://outdoorplayandlearning.org.uk/for-schools/>

- Lead on the setting up and organisation of equipment and resources for the children to use during playtime.
- Organise and carry out the replenishment of resources through
 - Securing funding from internal or external sources
 - Purchasing resources as required
 - Collecting resources (eg by contacting supermarkets /businesses for waste materials; visiting shops for offcut materials etc)
- Ensure that all equipment and resources are available, useable, fit for purpose and safe.
- Ensure resources are organised and stored appropriately.
- Organise and maintain effective zoning of the playground, in order to cater for a wide variety of differing needs, creating a playground environment inclusive of all children.
- Have regular meetings with school leadership to discuss provision and plan developments.

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

- Facilitate peer led play opportunities
- Provide suggestions for lunchtime supervisor activities if required

Ensure play opportunities are created on a regular basis

- Discuss and plan with pupils
 - Implement planned activities
 - Review activities to promote self evaluation and play development
 - Ensure all pupils are engaged in meaningful activity and are not excluded
 - Organise events where pupils who find positive behaviour choices challenging are engaged in meaningful activity
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- Support the development of the school's Respectful Relationship's Policy and ensure that it is implemented effectively.
 - Liaise appropriately with other staff including class teachers and teaching assistants to exchange information regarding pupil needs and events which need reporting.
 - Attend to the health, welfare and safety of the children during lunchtime adhering to the school Health and Safety policy and procedures at all times.
 - Report any concerns relating to child protection to the Designated Teacher.
 - Hold a current First Aid certificate or be willing to do the necessary training to obtain one.

- Maintain confidentiality at all times including implementing data protection policies.
- Contribute positively to and support the overall aims and ethos of the school.
- Set a good example in terms of dress, punctuality and attendance.
- Be committed to your continuing professional development by attending relevant INSET and training which supports development in the play leader role.
- Be prepared to attend occasional meetings for professional development and team liaison.

You will be expected to work across the 4 - 11 years age range according to the needs of the school at any one time.

- **Full driving licence and own transport required**
- This job description will be reviewed annually.