

Job Description

Post Title: OPAL Play Worker
Grade: Grade B, SCP 3
Reports To: Headteacher

Job Purpose

- To assist the Leadership team with the supervision, care, behaviour and safety of children on school site during the lunchtime break

Main Duties and Responsibilities

- To be responsible for securing the safety, welfare and good conduct of children during the lunchtime break period in accordance with the practices and procedures of the school
- To facilitate plan and model a range of activities to the children
- To supervise children playing outside in all weathers
- To set up and prepare play activities and equipment prior to lunchtime and tidy and put away at the end of the session
- To risk assess play as it happens (Dynamic RA)
- To be aware and follow all guidelines in school policies and report any inappropriate behaviour to a member of the SLT
- To embrace the OPAL philosophy and take part in regular training/reflection meetings
- Undertake monitoring of play equipment and resources

Additional Information

- Duties may also include preparing children for their lunch and supervising children in the dining hall or classrooms
- Assisting (as necessary) young children to visit toilet and wash hands
- Attending to and reporting any child who is ill or has had an accident to a first aider
- Supervising table manners and, in the case of young children, assist in the correct use of cutlery, cutting up of meals etc.
- Encouraging children to eat meals and try meals which are new to them
- Prior to children returning to learning in an afternoon, pass on any relevant information to the class teacher

Professional Values and Practice

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds
- Treating pupils consistently with respect and consideration and being concerned with their development as learners
- In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.
- Working within school's policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
- Recognising equal opportunities issues as they arise in the schools and responding effectively, following school's policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.



Additional Information

- Engage in promoting the values and acting as a role model for the Trust.
- Be aware and comply with equal opportunities, health and safety, and all other Trust policies at all times.
- Comply with the principles and requirements of the General Data Protection Regulation and the Data Protection Act 2018 in relation to the management of the Trust's records and information, and respect the privacy of personal information held by the BWCET; comply with the principles and requirements of the Freedom in Information Act 2000; comply with the Trust's information security standards, and requirements for the management and handling of information; and use Trust information only for authorised purposes.

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

December 2024



Person Specification – OPAL

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Factors	Essential		Desirable	
Qualifications & Training	E1	Basic literacy and numeracy skills	D1	First Aid Certificate (willingness to obtain)
			D2	Relevant safeguarding qualifications
			D3	Coaching/sports experience or qualification
Experience	E2	Working on own initiative	D4	Experience of working in a school or with children
	E3	Working as part of a team		
	E4	Experience of supervising children		
Skills	E5	Actively contribute to a happy, safe and supportive child-initiated play environment	D5	Knowledge of how a primary school works
	E6	Good communication	D6	Knowledge of the OPAL (Outdoor Play and Learning) Programme
	E7	Ability to work under pressure		
	E8	Sense of humour and respect of colleagues		
	E9	Ability to work within the school's policies and guidelines		
	E10	Develop good appropriate relationships with children and staff		
Personal Attributes	E11	Able to adapt behaviour in response to feedback and be self-aware		
	E12	Be organised and able to prioritise		
	E13	Use own initiative		
	E14	Flexible approach to work		



	E15	Awareness of confidentiality, working with integrity		
	E16	Good time keeping		
	E17	Enthusiastic, courteous and polite		
	E18	Patience and emotional resilience in working with challenging behaviours		
	E19	Sensitive to the needs of children		
	E20	Calm and positive approach		
Special Requirements	E21	A commitment to safeguard the welfare of children		
	E22	Compliance with data protection principles		
	E23	Compliance with Equal Opportunities Policies, the Trust/school Code of Conduct, and all other Trust/school policies		
	E24	Compliance with health and safety policies, rules and regulations		
	E25	To uphold the Catholic ethos of our schools		