



Grove School

Playcare Co-ordinator vacancies for February 2022

Candidate Information January 2022

Grove School
Dawson Road
Handsworth
Birmingham
B21 9HB
Tel: 0121 464 4669
Email: p.matty@grove.bham.sch.uk

12.01.22

Dear Applicant,

Thank you for requesting information regarding Playcare Co-ordinator positions at Grove School. Enclosed is a booklet with information about Playcare Co-ordinator positions at Grove School and the following vacancies from February 2022:

1. Playcare Co-ordinator - 10.30am – 1.30pm Monday to Friday term time only.

Our parents and pupils provide excellent feedback on our school, they enjoy life at school and participate well in the wide range of extra curricular activities offered beyond the school day. Our vision is that all our children will achieve their highest potential whilst with us in school, through a well balanced curriculum, innovative teaching and all children engaging in higher order thinking. Our Grove school expectations are central to how we work together in school as a community, through respect, caring, thoughtfulness, honesty and giving of our best we can achieve so much in school.

If you were appointed as a Playcare Co-ordinator in our team at Grove, we would offer you:

- a creative working environment with experienced staff and excellent learning spaces both indoors and outdoors;
- an opportunity to work with a skilled team of playcare staff teachers and managers;
- opportunities to engage in high quality professional development to extend your skills;
- support from senior managers in school and the governors of our school;

I look forward to receiving your application. Informal visits to school have been arranged for Monday 17th January 2022 and Thursday 20th January 2022 at 10.30am. If you would like to reserve a place on a visit on this day, please email Mrs Elaine Patek at e.patel@grove.bham.sch.uk .

The closing date is: Tuesday 1st February 2022 at 12:00pm
Interviews will be held on Friday 11th February 2022

Grove school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Successful applicant(s) will need to provide evidence of their identity and Right to Work in the UK. An enhanced DBS check is required for all successful applicant(s).

Yours sincerely,

P Matty
Head teacher

Enclosed

1. Application Form
2. Job Description
3. Person Specification

JOB DESCRIPTION

Job Title: Playcare Co-ordinator

Grade: GR2

1.0 JOB PURPOSE:

- 1.1 to support pupils during the morning break and lunchtime, take a lead in developing positive behaviour amongst pupils, organise and lead play activities for pupils and maintain play equipment. Ensure the safety and welfare of pupils. Be aware of the school's**
- 1.2 safeguarding policy and procedures and be able to apply procedures when necessary.**

2.0 DUTIES AND RESPONSIBILITIES:

- 2.1 contribute to the development of a positive, whole school approach to play and social learning.**
- 2.2 provide support and counselling for children finding it difficult to cope in the playground or in the dining hall.**
- 2.3 prepare games and activities in conjunction with other play leaders both outside and inside.**
- 2.4 lead play activities and participate in play activities with children**
- 2.5 organise and maintain play equipment, ensuring its safe storage**
- 2.6 recognise the need for new equipment and place orders.**
- 2.7 attend staff meetings and staff development meetings when appropriate.**
- 2.8 maintain records of pupil behaviour where necessary.**
- 2.9 establish and maintain relationships with other school staff.**
- 2.10 participate in the school scheme of appraisal and performance management.**
- 2.11 to supervise the children during their outdoor/indoor play experience during break time and lunch time.**
- 2.12 to supervise children in transition from outside/inside.**
- 2.13 to ensure the standards of behaviour are maintained and comply with school behaviour policy..**
- 2.14 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.**
- 2.15 to ensure all tasks are carried out with due regard to Health and Safety**

to undertake appropriate professional development including adhering to the principle of performance management.

2.16

2.17 supervision and control of pupils in the dining hall:

2.17.1 assist pupils with general hygiene requirements

2.17.2 organisation of the children entering the dining hall; ensuring a calm atmosphere. Dealing with any inappropriate behavioural incidents.

2.17.3 encouraging pupils to eat, especially those with special needs or disabilities.

2.17.4 being aware of any medical conditions of any of the children in their care. Assisting pupils who need extra help cutting up food, pouring liquids etc.

2.17.5 encouraging social skills and good table manners, ensuring safety with cutlery. Ensuring pupils tidy/clear up in a

2.17.6 satisfactory manner.

cleaning spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff.

2.18 any other duties as commensurate within the grade in order to ensure the smooth running of the school.

**OBSERVANCE OF THE CITY COUNCIL'S
EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED**

3.0 SUPERVISION RECEIVED:

**4.1 supervising Officer's Job Title: Lunchtime supervisor and Playcare
Co-ordinator Manager**

4.2 level of supervision

1. regularly observed by Manager and/or school leadership team.

2. left to work within established guidelines subject to scrutiny by supervisor

3. plan own work to meet defined objectives.

PERSON SPECIFICATION

JOB TITLE: Playcare Co-ordinator

GRADE: Grade 2

Method of Assessment (MOA)

A.F. – Application Form; **I** – Interview; **T** – Test or Exercise; **P** – Presentation

CRITERIA	ESSENTIAL	M.O.A.
EXPERIENCE (Relevant work and other experience)	Experience of working with children within a play environment	AF/I
	Experience of working within a team	AF/I
SKILLS AND ABILITIES (E.g. Written communication skills, dealing with primary aged children and colleagues)	Be committed to the ethos and values of the school	AF/I
	Be able to encourage children to achieve these aims through implementing the school's behaviour management systems	AF/I
	Develop good / appropriate relationships with children and staff	AF/I/T
	Communicate positively and effectively to children and listen to them	AF/I/T
	Actively contribute to a happy safe and supportive play environment	AF/I/T
	Able to work within a team	AF/I/T
TRAINING	Willing to undertake appropriate training	AF/I
EDUCATION/QUALIFICATIONS	NVQ level 2 or equivalent English GCSE Grade C +	I
OTHER	Approachable, sympathetic, enthusiastic, patient, resourceful	AF/I
CONTRA INDICATION		

