



Grove School

Grove School

Playcare Co-ordinator

Permanent position part-time 3 hours
per day, 10.30-1.30pm

Candidate Information September
2024

Grove School
Dawson Road
Handsworth
Birmingham
B21 9HB

Tel: 0121 464 4669

Email: j.baker@grove.bham.sch.uk

Dear Applicant,

03.09.24

Thank you for requesting information regarding Playcare Co-ordinator permanent position at Grove School. Enclosed is a booklet with information about Playcare Co-ordinator position at Grove School and the following vacancy:

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

Grove is a good school. We were inspected in October 2023.

Here are headlines from our Ofsted report:

- Pupils feel exceptionally safe and well cared for in school because they are.
- The kindness that everyone shows to each other is evident in all aspects of school life.
- Pupils say, "Everyone is kind with their actions and words."
- Pupils get off to an excellent start with learning to read.
- The school's approach to pupils with SEND is impressive.
- All staff know the needs of SEND pupils exceptionally well. They do everything they can to ensure these are met.
- Pupils have a deep understanding of tolerance and respect.
- Pupils said, "All pupils and teachers respect each other here."
- Leaders at all levels, including governors, are inspiring.

We were particularly pleased that the inspection recognised the important role parents play. Inspectors found: **'The school's approach to how they work with parents and carers is a strength. Parents are overwhelmingly positive about the school. They recognise the quality of education, care and support the school provides. All staff are committed and proud members of the Grove family. This joined-up approach helps the school to be the happy, successful and warm place it is.'**

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;

You are welcome to join us for an informal visit to find out more about our amazing school. Informal visits are on **Tuesday 17th September 2024 at 10.30am**

Please contact the school on 0121 464 4669 or email Pardeep Kaur at pardeep.kaur@grove.bham.sch.uk to arrange your informal visit to Grove

I look forward to receiving your application.

The closing date is: **Tuesday 17th September 2024 at 1.00pm**
Interviews will be held on **Friday 27th September 2024**

Application forms are available on the school website: <http://web.gove.bham.sch.uk>

Please return your completed application form to: vacany@grove.bham.sch.uk

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).

An online search will also be carried out as part of due diligence on all short-listed candidates.

Yours sincerely,

J Baker
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		