



JOB DESCRIPTION

Post Title: Learning Mentor/OPAL Play Coordinator

Salary: Grade 8 Point 19

Responsible To: Head Teacher

Line Managed By: Deputy Headteacher

Supported By: Deputy Headteacher & Assistant Headteacher

Purpose of Job:

To provide a complementary service to existing teachers and pastoral staff in the school, addressing the needs of students who need to overcome barriers to learning, both inside and outside the school, in order to achieve their full potential and to enable the school to raise standards of achievement, improve attendance and raise standards of behaviour.

The play coordinator will support and facilitate meaningful and productive child-initiated play during the school day in accordance with the play policy.

Statutory requirements:

The post holder will have a responsibility to promote and safeguard the safety and welfare of children in accordance with the schools' safeguarding incorporating child protection policy; anti-bullying policy; behaviour policy; and in line with the school's values and mission statement.

Learning Mentor Duties & Responsibilities:

- To build and maintain positive and professional relationships with pupils, treating all children consistently, with respect and consideration.
- To mentor children identified as needing support across the school regularly and to liaise closely with school teachers and support staff in order to support the children fully in overcoming barriers to learning both within and outside of the classroom.
- To help develop pupils' confidence and self-esteem through listening to them and devising appropriate programmes of support in the classroom, outdoors and in a 1:1 and group setting.
- To support children in the classroom setting with their academic learning, as well as working 1-1 and in small groups supporting their emotional intelligence.
- Support in implementing and evaluating individual pupil support plans to promote positive behaviour patterns, raise self-esteem and improve independent working to assist their education and growth.
- To work closely with the Pupil Premium Leader, Designated Child Protection Officers and SENCo in the school.
- To liaise with agencies, families/carers of vulnerable children to support learning, overcome barriers to future progress and personal development.

- To attend any meetings arranged for children identified as requiring additional support whether that's with parents, teachers or outside agencies.
- To maintain regular contact with families/carers of children in need of extra support, to keep them informed of children's needs and progress, and to secure positive family support and involvement.
- To have knowledge and appreciation of a range of activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra pastoral support for pupils.
- To work closely with school staff, families/carers and children to improve attendance.
- To network with other learning mentors and share best practice and strive to continually develop practice through taking on feedback and seeking out CPD opportunities.
- You may also be required to undertake other duties commensurate with your grade in relation to a post of this nature.

OPAL Play Coordinator Duties & Responsibilities:

Ensure wellbeing of pupils

- Ensure that all play team staff are completing their main duties to a high standard and that all staff are facilitating play development.
- Ensure that you and your play team have read the play policy and are fully supportive of it.
- Ensure the safety, welfare and general conduct through appropriate application of the school's policies and procedures, in accordance with effective Health and Safety and Risk Assessment practices.
- Supervise pupils in designated areas of the school during the lunchtime/break times 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.
- Complete any relevant documentation required by the school in relation to incidents occurring during the lunchtime break period and to participate in review/medical meetings, as required.
- Be aware of any special medical conditions, e.g. haemophilia, and the relevant precautions and treatments necessary.
- Take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.

Ensure a diverse range of playable resources is provided for, and is accessible to all children

- Ensure there are sufficient resources to promote each of the 'play types' as listed in the play policy.
- Ensure resources are stored appropriately.
- Check the quality and condition of resources and repair or remove any resources that are not in a suitable condition for continued use.

Discuss resources with the children and use their views to create development plans

- Organise and carry out the replenishment of resources through:
- Securing funding from internal or external sources.
- Coordinating appeals within school and local communities for resources.

- Purchasing resources as required.
- Coordinating appeals within school and local communities for resources.
- Collecting resources from local sources.

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

- Build playworker expertise and practice within the play team.
- Organise and support pupil playground buddies with their role.
- Facilitate peer-led play opportunities.
- Provide suggestions for playmaker activities and games.

Ensure enriching play events or opportunities are created

- Discuss and plan with pupils/staff and school council.
- Implement planned activities.
- Review activities to promote self-evaluation and play development.

Create opportunities for play to support the social and behavioural development of pupils

- Ensure a rich and varied set of play opportunities is available for all children to engage in.
- Provide engaging playwork interventions where pupils who find positive behaviour choices challenging.

Review

- The job description sets out the principle responsibilities for the post but does not describe each of the tasks that it may be necessary to carry out.
- The job description may be reviewed from time to time in consultation with the post-holder in order to address the changing circumstances of priorities within the school.