



Priory Junior School

Job Description : OPAL Team Leader

Priory Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Responsible to: Curricular Lead for Play

Purpose of the Job:

To lead on operational delivery of OPAL

This role is vital in ensuring the smooth, safe and effective delivery of OPAL each day and to ensure the safety and wellbeing of pupils in your care. This will involve leading a team of staff, preparing engaging activities and making sure all pupils and staff follow relevant policies and procedures.

Main Duties and Responsibilities:

OPAL Play Team Leader:

- To work with and report to the curricular lead for play;
- To lead and support the play team at lunchtimes, including deployment within indoor and outdoor zones;
- To lead on the effective delivery of the school's OPAL action plan;
- To manage the provision and maintenance of loose parts and play resources;
- To support the curricular lead for play with communication on play to the whole school community;
- To support continued development of the play environment;
- To support the process of effective risk management in play;
- To support the continued development of effective play work practice within the play team.
- Oversee the team to ensure there is:
 - effective supervision of pupils, either in the dining hall, playground, field and school premises, whilst they are eating lunch or taking part in lunchtime activities
 - Effective management of children's behaviour in a positive way, in line with the school's behaviour policy. Report any incidents to the Headteacher as appropriate.
 - support the induction process for new members of staff
- To liaise with class teachers when necessary
- Identify training needs

Health and Safety:

- Providing emergency first aid (training will be given as necessary) as and when required.
- To comply with Health, Safety, and Hygiene Regulations as laid down within the Schools' policies

General

- Maintain strict confidentiality of all information belonging to the Schools. It is important, and a condition of employment, that all information of any kind is treated as confidential and not disclosed or used other than as authorised and in the proper performance of the Schools business.
- Take responsibility for their own professional development, continually keep updated and contribute to the School as a learning organisation.
- To contribute to the Health and Safety of pupils and other staff in accordance with Health and Safety regulations and DSE legislation.
- Comply with the policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support differences and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Schools.
- To undertake any other duties and responsibilities, which do not change the character and purpose of the post as directed by the Head Teacher