

JOB DESCRIPTION

READING BOROUGH COUNCIL	Department/Division: Education: RBC Maintain School
Job Title: Play Assistant, Wraparound Care Service	Location: Thameside Primary School, Harley Road, Caversham, Reading RG4 8DB
Hours: 9- 15 hrs p/w (After School Club)	Grade: RG2b Evaluation code: K360

JOB PURPOSE

To work within the wraparound care team to provide high quality childcare and safe play activities in Breakfast and/or After School Club for children aged from 4 up to 11 with mixed abilities and various cultural backgrounds.

DESIGNATION OF POST & POSITION WITHIN DEPARTMENTAL STRUCTURE

This role is employed directly by the Thameside Primary School. This post reports to the Extended Services Manager responsible for Wraparound Care Services.

MAIN DUTIES & RESPONSIBILITIES

1. Responsible for the preparation, integration and supervision of activity sessions with children ranged between ages 4 to 11 years.
2. Engage with children encouraging them to participate in activities to promote learning and social development.
3. Encourage fair and caring behaviour among the children
4. Encourage independence and self-esteem
5. Ensure safeguarding procedures are strictly adhered to.
6. Assist with food preparation for serving breakfast and afterschool snacks promoting healthy eating.
7. Ensure the play area is clean and tidy after use and play equipment is put away.
8. Should attend and contribute to team meetings and planning activities as identified by the Extended Services Manager.
9. Competently deal with general enquiries from parents dropping off and collecting children about the service.
10. Complete health and safety checks and duties e.g. attendance register and hazard awareness.
11. Attend to first aid matters and reporting accidents/incidents as per the school's procedures
12. Ensure that the Council's equal opportunity and fair treatment policy is implemented in all aspects of the post.
13. To undertake training necessary for position i.e. First Aid, Food hygiene, Safe lifting and

handling, safeguarding Children.

14. To support the Extended Services Manager to ensure the club operates within Ofsted's policies and guidelines.

PERSON SPECIFICATION

READING BOROUGH COUNCIL	Location: Thameside Primary School
Job Title: Play Worker	Post Reference No: n/a

Qualifications / Education / Training:

- Good reading and writing skills- Grade A- C in English & Maths or equivalent grades.
- NVQ 2 in play work is desirable however the post holder will be required to work towards this qualification if identified by the service.

Experience:

- Applicants should have some experience of working with children, preferably in the 4-11 age range in a paid or voluntary capacity.
- Creative planning and engaging in play activities
- Experience of work in a nursery, school or play oriented setting

Skills and Abilities:

1. Must demonstrate an ability to run and interact with play activities.
2. Must demonstrate an understanding of teamwork.
3. Must demonstrate an understanding of what children gain through the experience of play.
4. Must be able to work with children as a group or on a 1:1 basis supporting individual children's needs e.g. children with complex or special needs.
5. Must demonstrate knowledge of equal opportunities and how this impacts on children's play.
6. Must demonstrate knowledge of the early year's foundation stage.
7. Must demonstrate excellent communication skills both written and spoken.
8. Must have the ability to work with a variety of people including parents and specialist instructors.
9. Must demonstrate a good understanding of safeguarding policies and procedures in relation to children and young people.
10. Must understand the importance of inclusion and diversity within the setting in order to meet the needs of all children.
11. Must demonstrate a good understanding of the importance of confidentiality.

Specific Working Requirements:

Breakfast Club

- Must be available on site to begin work at 08:00am until 9:00am Monday to Friday, term time 39 weeks per year.

After School Club

- Must be available to work Monday to Friday from 3.15pm - 6.15pm term time 39 weeks per year.

Catch up Team meetings are organised by the Extended Services Manager and are held on a weekly basis or as frequently as needed.

Should be prepared to attend termly parents meetings at After School Club

Should be available to undertake essential training

This post is exempt from the Rehabilitation of Offenders Act.

An enhanced C.R.B check will be carried out before commencing employment