

St Joseph's Catholic Primary School

Oxford



Job Description

Job Title:	Playworker (After School Club) paid at Grade 4
Responsible to:	Headteacher and After-School Club Supervisor

Job Purpose

- To assist with the planning, day-to-day organisation and operation of the club, providing high quality play opportunities and care for children in an inclusive environment, and in accordance with the school's ethos and procedures.
- This post holder is responsible for ensuring that all school Safeguarding Children policies are adhered to and concerns are raised in accordance with these policies

Job Description

- To assist with the provision of care and creative play opportunities in consultation with children, and in accordance with Playwork Principles and relevant childcare legislation.
- To deputise for the playleader when required.
- To assist the playleader in ensuring that children's individual needs are recognised, and engaging them in establishing and maintaining boundaries for their behaviour.
- To assist with the handover/collection of children to/from other areas of the school, where applicable, and ensure their safe handover to parents/carers at the end of the day.
- To support the playleader in ensuring that the club is a safe environment for all, that equipment is well-maintained, standards of hygiene are high, safety procedures are implemented and risk assessments, fire drills/evacuation procedures are carried out effectively. This also applies to trips and other off-site activities.
- To prepare food and drink that promotes healthy eating, and complies with current school food guidelines and food safety legislation.
- To assist with day to day administration and record keeping.
- To work as part of the whole school team, liaise with relevant staff, and contribute to the promotion of the club.
- To administer first aid and medication as appropriate.
- To participate in playwork and other relevant training and development activities, including local networking opportunities for out-of-school childcare providers.
- To maintain constructive relationships and communicate with parents/carers, other professionals, and childcare/play-related agencies
- To work within agreed policies and procedures, and undertake other duties, appropriate to the grade, as may reasonably be required by the playleader or headteacher.

- Be aware of and comply with 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 difference and ensure all pupils have equal access to opportunities to play, learn and develop
- Contribute to the overall ethos of the school
- Appreciate and support the role of other colleagues and professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required.

Person Specification

Criteria	Essential	Desirable
Educational achievements, Qualifications, Training and Knowledge:		
Level 2 qualification in Playwork (defined as full and relevant by the Children's Workforce Development Council (CWDC) to work in an early years setting) <u>OR</u> Level 2 early years/childcare qualification (defined as full and relevant by the CWDC to work in an early years setting) AND evidence of commitment to achieve the above (or a level 3 qualification in Playwork)		✓
Current appropriate first aid certificate or evidence of commitment to achieve this	✓	
Knowledge of Oxfordshire's procedures for safeguarding children		✓
Good standard of basic spoken and written English	✓	
Experience:		
• Experience of working with children in a paid or unpaid capacity	✓	
• Experience of working as part of a team	✓	
Job related aptitude and skills for this post		
Ability to communicate effectively with children and adults	✓	
Ability to use initiative, within framework of policies and procedures	✓	
A commitment to high quality inclusive childcare and play	✓	
Ability to attend work regularly and on time	✓	
Personal qualities:		
A positive approach to learning and gaining new skills through teamwork and training opportunities.	✓	
Ability to maintain confidentiality	✓	
Special requirements:		
Satisfactory enhanced DBS check	✓	
Physical:		
Ability to move equipment/small items of furniture when setting-up/clearing play area.	✓	
Ability to play active games with the children	✓	
Equal opportunities:		
Commitment to, and understanding of, the principles of equal opportunities for all, in employment and the delivery of services.	✓	
Educational achievements, Qualifications, Training and Knowledge:		
Training in safeguarding children, food safety/hygiene and playwork.		✓