

Job Title	Playworker
Pay Grade	G2
Directorate	Education
Division	Primary Schools
Reports to	Business Manager
Location	Vaughan Primary After School Club
Role Purpose As a Playworker you will be responsible for ensuring a fun, active, stimulating and safe place for children attending the Vaughan After School Club to freely play as well as leading specific activities; adapting your skills and experience to work with different age ranges throughout a session.	
Job Context (Key outputs of team / role) <ul style="list-style-type: none"> The Vaughan After-School Club setting provides care and play for school age children after the school day. The staff plan and supervise the activities usually from school finishing at 3.25pm until 6pm when parents and carers collect. Up to 90 children can attend the After-School Club setting in anyone one session and parents pay fees for their children to attend. 	
Generic Duties <ul style="list-style-type: none"> To demonstrate a commitment to the Council's Equal Opportunities Policy and the ability to understand and implement the policy in relation to the job responsibilities. To ensure compliance with your responsibilities as laid out in the council's health and safety policy and take an active role in promoting a positive health and safety culture. To promote and participate in the council's individual performance appraisal and development initiatives and information management best practice. To ensure compliance with the council's information security policies and maintain confidentiality. In accordance with the Immigration Act 2016, where the role is customer-facing and the post holder is required to speak to members of the public, the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post 	
Values, Behaviours and Equalities We want our colleagues to live our values. These values describe what we stand for and how we do things at Harrow whilst inspiring, challenging and guiding us towards the delivery of our organisational ambitions and goals. Our three values are: <p style="text-align: center;">Be Courageous, Do It Together and Make It Happen</p> These values will also help us to achieve our equalities vision of being a proud, fair & cohesive Harrow, a great place to live, work & visit.	
Main Duties / Accountabilities <ul style="list-style-type: none"> Adhere to processes and procedures whilst the children in your care are continually having a fun, stimulating and safe time. Encouraging and leading the children to take part in physical activity. Providing comprehensive care for the children including collecting them from school and delivering them safely to parents/carers or to their class teachers. Assist with planning and delivery of activities with structure and enthusiasm; encouraging maximum participation. Setting up the play space including moving furniture and play equipment. Manage the exchange of all relevant information on the children to management. Providing refreshments and ensuring that hygiene, health and safety standards are met. Administering first aid when necessary. Consulting with children and involving them in planning activities. Helping with club administration, where necessary. Facilitating good communication with all members of the organisation, parents, and school. Undertaking appropriate and relevant training. 	

- Keeping the work environment healthy, safe and secure.
- Working within the framework of the club's policies and procedures.
- Ensuring that all activities, equipment and the setting are safe with the relevant risk assessments undertaken.
- Packing away the equipment used in the session and clearing/washing dishes from snack provision.
- Actively contribute to the reviews and appraisals systems for own development.

Selection Criteria - Knowledge, Skills and Experience

Role requirements	Essential	Desirable
Enthusiastic and organised with excellent communication skills and good use of initiative.	✓	
Flexible, team player willing to take on various tasks as required.		✓
Experience of working with 4 to 11 year olds.	✓	
Understanding the varied needs of children and their families	✓	
Understanding the issues involved in the delivery of quality play care and activity sessions.	✓	
Understanding the issues of equal opportunities.	✓	
Provide and facilitate safe and creative play inside and outside.	✓	
Sound judgement and common sense.		✓

Qualifications

Role Requirements	Job specific examples (if left blank refer to left hand column)	Essential	Desirable
Level 2 Qualification in Childcare		✓	
Emergency First Aid Qualification			✓
Food Hygiene Qualification			✓

Other Requirements

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Manager Signature	Employee Signature
Job Title	Job Title
Date	Date