



After School Club Playworker Job Description

Grade: JG2

Responsible To: After School Club Playleader

Main Purpose of the Role

Working within a framework agreed with the Headteacher to provide a caring, secure environment and to organise an appropriate range of leisure activities for the children attending the out of school provision ensuring that they have equality of access to opportunities.

To assist with the day-to-day organisation of the out of school provision.

To ensure the out of school provision work within agreed policies and procedures.

Qualifications and Experience

- A good standard of general education, normally evidenced by 3 or more GCSEs or equivalent) at Grade C or above, including Maths and English
- Minimum of a National Vocational Qualification at Level 2 in Playwork or equivalent experience.
- Previous experience of working with children.
- Good interpersonal skills with both adults and children.

Contacts

- Staff and pupils within the school.
- Parents, under the direction of the Play Leader and Headteacher.

Key Duties and Responsibilities

The provision of safe, creative, quality and appropriate play activities, preparation and planning of activity programme in consultation with children in your care.

Assisting with the day-to-day administration, record keeping and purchasing materials and equipment.

Encourage parental involvement and support. Close liaison with parents/carers, school representatives, visitors to the school and other childcare / play related agencies.

Ensuring Ofsted National Care Standards are met.

To assist in meeting the health and safety standards appropriate for the needs of children, including reporting any accidents or incidents to the Play Leader or issues concerning discipline or health and safety.

To ensure that the children receive healthy refreshments during the session.

To be aware of, understand the Trust's Equal Opportunities Policy, and ensure at all times that the duties of the post are carried out in accordance with the Policy.

To ensure compliance with all Health and Safety legislation and associated codes of practice and authority policies. Attend meetings as appropriate.

Review and develop own professional practice, develop and maintain effectiveness as a member of the staff team by taking responsibility for own continuing professional development and to attend training as deemed necessary.

Support for pupils:

- Promote pupil well-being by encouraging them to develop good relationships with others, develop their self-reliance and self-esteem and help them to adjust to new settings and to practice good standards of health and hygiene.
- Apply simple first aid and administer controlled drugs, where authorised to do so and attending to their personal needs as necessary.

Support for staff:

- Assist in preparing and maintaining materials
Work under the direction of the Head Teacher to ensure that all resources and materials are available and ready for use when needed. This involves the preparation, setting out and clearing away of resources.
- Contribute to the planning and evaluation of learning activities
Contribute in planning activities, displays and materials including determining own role in supporting the activities. Filing and storing the information for future use.

Support for the school:

- Develop and maintain working relationships with other professionals
Work effectively with other staff and professionals, applying own strengths and expertise to contribute positively to the overall aims and objectives of the childcare setting. Provide effective support for other staff members by sharing own knowledge and expertise in a professional and constructive manner.
- Take an active role in supporting and developing a culture of team working for the benefit of pupils, both individually and collectively.
- Contributing to the Management of pupil behaviour and security
Contribute to the maintenance of school policies that encourage positive pupil behaviour and implement agreed behaviour management procedures in the classroom. Have an awareness of child protection issues and policies.
- Liaise effectively with parents
In agreement with the Headteacher, communicate with parents and other designated carers about the care of their children and promote partnership working between home and school
- Review and Develop own professional practice
Develop and maintain effectiveness as a member of the school staff by taking responsibility for own continuing professional development.

Kaleidoscope Multi-Academy Trust are committed to ensuring outstanding safeguarding procedures and to promote the welfare of our pupils. The post holder is subject to the provisions of all child protection legislation, recruitment checks, DfE requirements, school level policies and Kaleidoscope’s central policies governing staff who work with children.

Central to the planning and systems of Kaleidoscope Multi-Academy Trust are our 5 C’s:

1. Our schools are **Child-centric** (focusing on the whole child)
2. **Creative** and innovative
3. **Community** focused
4. **Collaborative** but distinctive
5. We have a **Culture** of high expectations and excellence, striving for and sharing best practice.

Please Note: This job description may be amended at any time following consultation between the CEO, Kaleidoscope Trust Board or Senior Leadership staff within a specific school(s) and LGB(s).

Job Description Acknowledgement

I have reviewed this job description and understand the duties and responsibilities involved. I am able to perform the essential functions as outlined and other tasks which may be involved. I have discussed any questions that I may have had about this role prior to signing this form.

Employee Signature: Date:

Signed (& Initialed) on behalf of school: Date:

Please issue school stamp below if applicable.