

<b>JOB DESCRIPTION</b>			
<b>Role</b>	After School Club Playworker		
<b>Reports to</b>	After School Club Manager		
<b>Accountable to</b>	School Business Leader		
<b>Grade</b>	3	<b>SCP</b>	5-7
<b>General Purpose</b>	<ul style="list-style-type: none"> <li>Strive for excellence.</li> <li>Provide a warm welcome to all pupils, visitors, parents, carers and a welcoming environment where everyone is enthused by learning and where the children are eager to come and sad to leave at the end of the day.</li> <li>Create a stimulating environment that encourages and supports social development.</li> <li>Promote the highest standards of behaviour as the norm.</li> <li>Act as a role model for all children and staff.</li> </ul>		
<b>Purpose of role</b>	<ul style="list-style-type: none"> <li>Support the Manager to lead and develop the day to day management and organisation of the After School Club.</li> <li>Work with all staff to ensure and provide care, play opportunities and activities in a homely, nurturing, and safe environment, with regard to the individual development needs of the children.</li> <li>Plan and supervise the delivery of play activities to ensure varied and exciting play opportunities are provided on a daily basis.</li> <li>Liaise with the school staff with regard to the needs of the children who attend the club.</li> <li>Liaise with parents to encourage parental involvement and support of the After School Club.</li> </ul>		
<b>Specific Responsibilities</b>	<p><b>MAIN DUTIES:</b></p> <ul style="list-style-type: none"> <li>Assist with the planning, preparation, delivery and evaluation of age appropriate play activities, which meet children’s individual developmental needs.</li> <li>Provide suitable, stimulating activities and play opportunities both indoors and outdoors.</li> <li>Along with colleagues, ensure that the children’s environment is comfortable, stimulating, safe and clean.</li> <li>Contribute to the set-up of activities at the beginning of sessions and clean down at the end of sessions.</li> <li>Be a key worker for a group of children.</li> <li>Support the children’s developmental, social and emotional needs in a positive and understanding manner.</li> <li>Ensure appropriate behaviour from the children; effectively and appropriately deal with challenging behaviour.</li> <li>Know and follow the school’s safeguarding policies and procedures at all times.</li> <li>Follow the club’s routine, including completing registers accurately and handing them in to the manager at the end of each session.</li> <li>Ensure that all necessary paperwork is completed.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Assume responsibility for the safety and welfare of children: staff are responsible for the continuous supervision of all children; children must be supervised at all times in order to ensure their complete safety.</li> <li>• Ensure that the club areas and equipment are maintained to a safe level and that equipment is properly maintained and fit for children and staff. Repair, remove or report damaged equipment as appropriate.</li> <li>• Administer First Aid when required. Record action taken appropriately and ensure parents are informed.</li> <li>• Assist with the preparation and provision of healthy snacks.</li> <li>• Promote good hygiene.</li> <li>• Assist with the cleaning and organisation after school club resources, including: toys, art resources, areas and games.</li> <li>• Documentation such as medicine, accident and health and safety forms, must be completed accurately and immediately, ensuring all such documentation is signed by a parent / carer, as appropriate.</li> <li>• Liaise with parents and carers about activities and their child’s welfare.</li> <li>• Work closely with colleagues on matters related to the day to day delivery of the service.</li> <li>• Liaise in a polite and professional manner with children, parents and colleagues as required.</li> <li>• Behave in a friendly, approachable, confident and understanding was with children, parents/carers and school colleagues.</li> <li>• Maintain confidentiality at all times and handle all information (written, verbal or otherwise) accordingly.</li> <li>• Immediately report any concerns, queries or problems, that cannot be dealt, with to the After School Club Manager.</li> </ul>
<b>Development</b>	<ul style="list-style-type: none"> <li>• Participate in training and other learning activities and performance development as required.</li> <li>• Keep abreast of recent legislation and developments relevant to the role.</li> <li>• Take part in any relevant staff meetings, as and when appropriate.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. Demonstrate an understanding of and a commitment to the Council’s Equal Opportunities policies and to the standards of customer care.</li> <li>• Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.</li> <li>• Undertake any other reasonable duties as may be allocated by the Headteacher, Deputy or Senior Leadership Team.</li> </ul>