



## **RUSH COMMON SCHOOL**

### **Job Description for: Before and After School Club Playworker**

**ACCOUNTABLE TO:** Before and After School Club Manager

**APPRAISAL:** The post-holder will be subject to the Academy's annual performance appraisal process.

**POST:** Before and After School Club Playworker

**GRADE:** 5/6 Dependant on experience or qualifications

**HOURS OF WORK:** 7.30am – 8.30am  
3.00pm – 6.00pm

**RESPONSIBLE TO:** Before and After School Club Manager

**An applicant who has not yet achieved the required qualification (see person specification below), but meets all other essential criteria, could be appointed for up to one year at Grade 5. The person appointed would be mentored in the post by an appropriate member of the school's staff, while undertaking the qualification. The mentor would be available on site during the club's opening hours.**

### **1. JOB PURPOSE**

To support 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.

### **MAIN DUTIES:**

- To plan and provide care and creative play opportunities in consultation with children, and in accordance with Playwork Principles and relevant childcare legislation.
- To ensure that children's individual needs are recognised, and to engage them in establishing and maintaining boundaries for their behaviour.
- To ensure 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.



- To ensure children's safe handover to parents/carers at the end of the day.
- To ensure that food and drink is provided that promotes healthy eating, and complies with current school food guidelines and food safety legislation.
- To work as part of the whole BASC team and liaise with relevant school staff.
- To provide evidence and information for the school's self-evaluation process.
- To ensure correct procedures are followed for the administration of first aid and medication.
- To participate in playwork and other relevant training and development activities.
- To establish constructive relationships and communicate with parents/carers, other professionals.
- To work within agreed policies and procedures.
- To undertake other duties, appropriate to the grade, as may reasonably be required by the Before and After School Club Manager.

**For all staff** - You have specific responsibilities under Health & Safety legislation to ensure that you:

- take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
- co-operate on all issues involving health and safety
- use work items provided for you correctly, in accordance with training and instructions
- do not interfere with or misuse anything provided for your health, safety or welfare
- report any health and safety concerns to your line manager as soon as practicable.

## **2. CONTACT WITH OTHERS**

- Headteacher
- Before and After School Club Manager
- Governors
- Outside contractors and agencies
- Teaching and associate staff
- Parents



### **3. KNOWLEDGE, SKILLS AND EXPERIENCE**

#### **Educational achievements, Qualifications, Training and Knowledge:**

- Level 2 or 3 qualification in Playwork (defined as full and relevant by the Teaching Agency to work in an early years setting) or equivalent or previous experience
- Knowledge and understanding of the Early Years Foundation Stage and requirements of the Ofsted Childcare Register.
- Knowledge of Playwork Principles
- Current appropriate first aid certificate or willing to achieve this
- Food safety/hygiene qualification at Level 2 or above an advantage
- Training in safeguarding children

#### **Experience:**

- Experience in a childcare setting, providing high quality play opportunities that meet children's developmental needs

#### **Status of this Job Description:**

This job description is provided as guidance regarding the Academy's professional expectations of you in accordance with your contract of employment.

This job description is not your contract of employment and cannot in anyway remove your statutory rights.

This job description will be reviewed at least annually as part of the Appraisal process.

#### **SAFEGUARDING**

Abingdon Learning Trust is committed to safeguarding and promoting the welfare of children. All staff must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The points below are a requirement for the post holder of this position:

- A knowledge and keen awareness of Safeguarding matters and an ability to demonstrate personal values and beliefs in accordance with the Trust's Safeguarding Policy
- Display commitment to the protection and safeguarding of children and young people
- A strong appreciation of child protection issues and the capacity of acting in accordance with the Trust's Safeguarding policy
- Reading, understanding and following all aspects of the Trust's Safeguarding policies and processes
- Comply with safeguarding training expectations



Signed: (employee):

Signed: (on behalf of the Academy):

Date

