

# Role Profile

## Part A - Grade & Structure Information

Job Family Code	3CLES	Role Title	Play Worker
Grade	S3	Reports to (role title)	School Business Manager and Headteacher
		Directorate	Nutfield Church Primary School
JE Band	114-134	Service	Education
		Team	Wrap Around
		Date Role Profile was created	Jan-22

## Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

<p><b>Role Purpose</b> including key outputs</p>	<p>To actively work and participate as a member of The Ark Team under the direction of the School Business Manager Play Leader with the provision of a caring and secure environment where children are provided with opportunities to relax, play and learn and to ensure that children receive adequate healthy nutrition in The Ark Club:</p> <ol style="list-style-type: none"> <li>1. To support the vision and values of the school             <ol style="list-style-type: none"> <li>a) ensure the well-being of the children in your care and nurture their self esteem</li> <li>b) promote positive attitudes and environment</li> <li>c) be prepared to attend in-service training and any external training deemed appropriate by the Headteacher to enhance your role in supporting vision and values</li> <li>d) comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and reporting concerns to an appropriate person</li> </ol> </li> <li>2. To assist in providing a safe, inclusive and caring environment for The Ark Club in line with statutory requirements             <ol style="list-style-type: none"> <li>a) encourage and ensure good communication within the Wrap Around Team</li> <li>b) work with the The Ark Club Team with planning, preparation and development of appropriate work and play programmes for individuals and groups of pupils attending Ark Club</li> <li>c) to have regard to the individual needs of each child who attends The Ark Club so they are fully able to participate in the session</li> <li>d) supervise, lead and assist children in activities and games whilst encouraging good behaviour in accordance with the school's behaviour policy</li> <li>e) assist with the setting out and clearing up of The Ark Club equipment and activities</li> <li>f) work with the The Ark Club Team with monitoring and keeping appropriate, accurate and efficient records as requested by the Play Leader to support children's play and learning</li> <li>g) take responsibility with other staff members for following The Ark Club registration and departure procedures</li> <li>h) maintain a clean environment in relation to health and safety requirements</li> <li>i) support the School Business Manager and Headteacher with any preparation required for any inspections, including Ofsted and work with the The Ark Club Team to action any recommendations resulting from the inspection</li> <li>j) act on any other reasonable request from the Headteacher or SLT</li> </ol> </li> </ol>
<p><b>Work Context</b></p>	<p>Maintained Voluntary Aided Church Primary School Term time only Working with children</p>

<b>Line management responsibility</b> if applicable	N/A
<b>Budget responsibility</b> if applicable	N/A
<b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family	<p>Support delivery</p> <ul style="list-style-type: none"> <li>• Deliver 1-1 and/or group support and monitor pupil performance , including those who have physical, emotional or educational needs, under the direction of senior staff.</li> <li>• Use of powered tools &amp; equipment.</li> <li>• Carry out routine tasks to organise and maintain the learning environment.</li> <li>• Ensure all well being, behaviour and personal development of pupils.</li> </ul> <p>Planning and Organising</p> <ul style="list-style-type: none"> <li>• Plan own set of tasks within the day.</li> <li>• Ensure materials and equipment are available as and when required.</li> <li>• Maybe required to contribute with activity planning.</li> </ul> <p>Work with others</p> <ul style="list-style-type: none"> <li>• Respond to individual needs and/or answer simple queries politely and ask for assistance where necessary.</li> <li>• May carry out personal care routines as appropriate.</li> <li>• Report any concerns, problems or incidents, e.g. safeguarding, behaviour, breakdowns, deficiencies, in accordance with relevant reporting procedures.</li> <li>• Liaise with parents, visitors, and contractors in a courteous manner, to promote a positive image of the site.</li> </ul> <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety &amp; Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p> <p>To have regard to and comply with safeguarding policy and procedures.</p> <p>The Core National Standards for Supporting Teaching &amp; Learning: To understand and carry out role in line with agreed standards, expectations &amp; qualifications.</p>

<p><b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b></p>	<ul style="list-style-type: none"> <li>• Basic numeracy and literacy e.g. through GCSE qualification in English and Maths or equivalent, or able to evidence ability at an equivalent level.</li> <li>• Able to work towards Vocational Qualifications Level 1 or equivalent experience in relevant field.</li> <li>• Basic understanding of Health and Safety regulations, procedures and the principles of equality and diversity.</li> <li>• Basic IT skills</li> <li>• Ability to operate basic equipment.</li> <li>• Good listening skills and enthusiasm to learn.</li> <li>• Accuracy and ability to follow instructions.</li> <li>• Ability to fulfil all spoken, written and comprehension aspects of the role with confidence through the medium of English in all public facing roles.</li> <li>• May be required to undertake manual handling and physically demanding work.</li> <li>• May be required to undertake first aid qualifications</li> </ul>
<p><b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b></p>	<p>Enhanced DBS Clearance  Experience of working with children  Ability to communicate effectively with pupils  Able to communicate effectively with parents  Ability to work as part of a Team  Basic understanding of food hygiene  Self management skills including good time management, the ability to work well under pressure, motivation, enthusiasm and commitment, stamina and energy  Able to develop and maintain good relationships with parents, pupils and the community  Willingness to develop own practice through working alongside colleagues and undertaking professional development  Open minded and receptive to new ideas, approaches and challenges  Commitment to and understanding of inclusion  Maintains confidentiality inside and outside the workplace  Shares the school's moral and statutory responsibility to safeguard and promote the welfare of children  Acts in sympathy with the Christian faith</p>
<p><b>Role Summary</b></p>	<p>Roles at this level provide support in a defined area using play equipment, powered tools and equipment. They perform a limited range of well-established routines within basic procedures under regular supervision. They are generally practical roles but require some previous work experience. The work is typically to daily deadlines; some organising of their own workload may be required but timescales will be hour-to-hour and day-to-day. The nature of planning in these roles is development and supervision to meet children learning needs.</p>

