

JOB DESCRIPTION

Job Title: Play Worker

Grade: 3

Salary: SCP 10 – SCP 13

Conditions of Service: Support Staff Contract of Employment

Responsible to: Headteacher

Statement of Purpose

To work under the direction and instruction of senior staff to help provide safe and stimulating care for children.

Key Responsibilities:

Support to Pupils

- Help plan a range of suitable activities for children with an age range of 3 - 4 (PLEASE SPECIFY) on a half-termly basis.
- Treating all children as individuals and to have a secure knowledge and understanding of their needs while they are within our care.
- Motivating and encouraging the children to participate in activities.
- Helping to promote the children's self esteem.
- Encouraging acceptance of children with special needs.
- Ensure a clean, tidy environment conducive to fostering good Health and Safety practice.
- Follow statutory and non-statutory policies and procedures required for the efficient running of the club.
- Support Play Leader in maintaining Ofsted standards of care.
- To help prepare nutritional snacks for children.
- Ensuring the welfare and safety of children within our care.
- Promoting good behaviour within the group.
- To be ready at all times for emergency situations.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- 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.

- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

Note

The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.

Person Specification

Minimum Criteria for Two Ticks *	Criteria	Measured by APP/I/ASS
	Experience <ul style="list-style-type: none"> • Good Interpersonal skills. • Experience of working with children 	APP/I
	Qualifications/Training <ul style="list-style-type: none"> • Good understanding of numeracy/literacy skills. • Participate in development and training opportunities. • Willingness to undertake Induction Training, training leading to NVQ Level 2. 	APP/I
	Knowledge/Skills <ul style="list-style-type: none"> • . Ability to work constructively as part of a team. • Ability to relate well to children and to adults. • Good organising and prioritising skills. • Awareness of health and hygiene procedures. • Demonstrate and assist in the safe and effective use of materials and equipment. • Ability to communicate effectively using various methods. • Able to work flexibly to suit client needs. 	APP/I
	Behavioural Attributes <ul style="list-style-type: none"> • Customer focused. • Has a professional and respectful approach, which demonstrates support and shows mutual respect. • Can demonstrate active listening skills. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders. • Demonstrates a positive attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Is enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	APP / I

MEASURED BY KEY:

APP = Application form ASS = Assessment activities I = Formal interview

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

HH 24/02/2021

Note This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET HR approval.