

Job Description

Job title:	Extended Services Playworker - Tea Time Club
School:	Sybourn Primary School
Responsible to	Extended Services Supervisor
Location:	Waltham Forest, London
Salary:	Scale 2 Pt 3-4 (Outer London)
Contract type:	Permanent - Term Time (38 weeks) plus 5 inset days
Hours	6 hours per week Tuesday 15:00-18:00 Wednesday 15:00-18:00

Core duties

To deliver a wide range of creative and enjoyable inside and outside play activities for children at the extended services clubs

To include specific activities to promote healthy lifestyles and healthy eating.

To refreshments. serve To ensure there is a secure and welcoming facility to support, motivate and supervise pupils.

To be responsible for the safeguarding and conduct of all pupils.

General responsibilities

- Ensuring safe, creative and appropriate play opportunities in a safe and caring environment
- Providing refreshments to children in line with government food hygiene standards
- Carrying out day to day administration, ensure that the incident/accident book is completed if necessary, keeping an accurate register, ensuring the correct number of pupils are present
- Carry out observation on children and lead activities as directed by the Play Club Supervisor/Extended Services Manager
- Encouraging parental involvement and support of the club
- Understanding children as individuals particularly the characteristics, needs and interests of each age group
- Valuing each child's background and experiences
- Treating all children with sensitivity and fairness and respecting confidentiality
- Under the direction of the Play Club Supervisor/Extended Services Manager:

- Recognise own strengths and areas of expertise and use these to advise and support others
- Attend all appropriate meetings as instructed by the Play Club Supervisor/Extended Services
- Manager Participate in training and performance management as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.

Specific duties

Under the direction of the Extended Services Supervisor

- Ensure the provision of a high quality environment to meet the needs of individual children from different cultures and religious backgrounds and stages of development.
- Ensure the pupils are always supervised, arrive punctually to their classroom and are delivered safely to their parent/named carers.
- Ensure equipment is used and stored properly and that the play areas are tidied up each day and that that play area and equipment is maintained in a safe and hygienic manner ensuring a high standard of cleanliness is maintained.
- Coach new Play Workers in procedures and activities.
- Provide feedback to parents and staff on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Appreciate and support the role of other professionals.
- Be punctual and reliable.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Be aware of and comply with the school's policies and procedures relating to child protection health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- As a member of the School Team to take individual and collective professional responsibility for championing the council's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.
- To support the school's policy on special educational needs and inclusion.
- To co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
- Promote learning through Play.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Ensure that the needs of pupils with special dietary needs.
- Encourage pupils to be independent in clearing away after a meal. Teach the pupils to keep the floor clean.
- Ensure that the pupils move through school quietly and behave in an orderly way.
- Ensure the practice of reading stories or playing games.
- Ensure that the pupils wash and dry their hands at all appropriate times.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Ensure pupils are dressed appropriately for the weather.
- Under the direction of the Extended Services Supervisor undertake supervision of and/or coaching of new Play Workers and apprentices.

- Recognise your own strengths and areas of expertise and use these to advise and support others.
- Attend all appropriate meetings & training as instructed by the Extended Services Supervisor.
- Participate in training and performance management as required.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.
- To act as first aider, ensuring the well-being of sick children and attend any associated training as required.
- Any other duties in line with grade as directed by Line Manager or Head of School

This job description sets out the duties of the post at the time it was drawn up. The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant duties as directed by the Line Manager within the school as may be reasonably expected. This is not a common occurrence and would not justify a reconsideration of the grading of the post.

Appointed Candidate's Name:

Date of Appointment:

Signature of Appointee:

By signing this job description, you are agreeing to its content and context at the date of signing. Please be mindful that this role can be subject to review by the Lion Academy Trust at any appropriate time in consultation with you.