



Job Description – Play worker

Owlcotes Multi-Academy Trust and its schools are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced Disclosure and Barring Service check (DBS).

We promote diversity and want a workforce which reflects the population of Leeds.

Post Title: Play worker

Pay Grade: A1 - 02

Post(s) to which directly responsible: Extended Services Manager/Headteacher

Purpose of post: To fulfil the role of the Extra Club Playworker and work in liaison with the club manager, Headteacher and senior staff to plan and deliver safe appropriate care activities and snacks for children attending the after school club.

This post may be applied for as a combined role or as a job share.

Responsibilities:

- Liaison with the manager to establish positive learning and social relationships with children, acting as a role model and setting high expectations;
- Liaison with the manager to provide good information to parents about activities and their child in the care club setting;
- Liaison with the manager to promote the inclusion and self-esteem of all pupils within the care club setting;
- Liaison with the manager to support children in a caring environment whilst recognising and responding to their individual needs;
- Encourage children to interact and play co-operatively with others;
- Promote independence and recognise and reward positive actions / behaviours;
- Ensure good behaviour is promoted and rewarded at the Kids Club;
- Liaison with the manager and be responsible for passing on appropriate information;
- Ensure a safe and caring environment in line with national and local guide lines.
- 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;
- Liaison with the manager to ensure all pupils have equal access to opportunities to learn, play and develop;
- Contribute to the overall ethos/work/aims of the school and trust;
- Participate in training and other learning activities as required;
- Liaison with the manager and support staff to liaise sensitively and effectively with parents/carers and maintain confidentiality in all discussions / communications with parents.

Relationships:

The post holder will be required to work flexibly to deliver an effective service.

There will be regular contact with school pupils, colleagues, and other members of staff, parent/carer(s) and other external stakeholders.

Physical Conditions:

This post is currently based at Pudsey Waterloo Primary School.

During the course of your employment, you may be required to undertake your duties at other Owlcotes Multi-Academy Trust schools.

This post is subject to an enhanced Disclosure and Barring Service check.

Pudsey Waterloo Primary School operates a non-smoking policy.

Economic Conditions:

Grade: A1 - 02

Annual Leave: Term-time only roles do not have contractual entitlement to annual leave.

Hours: This is a term-time only position. The weekly breakdown for this post is:

- Before School Club: 1 hour and 20 minutes per day Monday – Thursday, **5 hours and 20 minutes per week.**
- After School Club: 2 hours per day Monday – Thursday, **8 hours per week.**
- **Combined role total: 13 hours and 20 minutes per week.**

Conditions of Service: NJC conditions apply

Prospects:

Promotion: Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training: Pudsey Waterloo Primary School encourages training both “in-house” and external to meet the needs of the individual and of the service.

Qualifications:

NVQ level 2 preferred but not essential. Training in the relevant issues, e.g. health and safety, care standards, basic first aid desirable but not essential.

Job Description Prepared/Reviewed by: *Joe Wilson, 08/11/2021*

Job Description Approved by: *Jonathan Parker, 08/11/2021*

Employee Specification:

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicates the minimum requirements, applicants lacking these attributes will not be considered for the post. The 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Essential	Desirable	MOA
Able to communicate effectively with a wide range of people			I / A
Able to relate well to children and adults			I / A
Able to process documentation using Microsoft Word			A
Able to work flexibly as part of a team and show initiative			I / A
Understanding of how the team works and understanding different roles and responsibilities and your own position within these			I / A
Able to demonstrate good numeracy and literacy skills			I / A / C
Understanding of the principles of child development and learning processes			I / A

KNOWLEDGE/QUALIFICATIONS	Essential	Desirable	MOA
Knowledge/qualifications demonstrating ability in numeracy and literacy (GCSE English, Maths and Science qualifications at Grade C minimum (or equivalent), NVQ Level 2 in relevant area, appropriate first aid, health and safety training).			A / C

EXPERIENCE	Essential	Desirable	MOA
Experience of dealing with queries from a wide range of people			I / A
Experience of working in partnership with others to deliver work to set deadlines			I / A
Experience of participating in teams			I / A

BEHAVIOUR AND OTHER RELATED CHARACTERISTICS	Essential	Desirable	MOA
Will abide by Owlcotes Multi Academy Trust policies in the duties of the post and as an employee of the Trust.			I / A
Will carry out all duties having regard to an employee's responsibility under the Trust's Health and Safety Policies			I / A
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives			I / A
Ability to respect sensitive and confidential work			I / A
Commitment to own personal development and learning			I / A

Method of Assessment (MOA): **A – Application Form, T – Test, I – Interview, C – Certificate**