**Casual Playworker**

**Recruitment Information Pack**



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**Playworker**

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Dear Applicant

**Re: Playworker**

Thank you for your interest in our Playworker positions within our Extended Services provision at Ninelands Primary School.

We are a happy thriving school with a passion for creative teaching, outdoor learning and innovation. We work closely with our family of schools in Garforth and Kippax in addition to a wider range of schools as part of the Noctua Teaching Schools Alliance.

We are looking for an inspirational and highly motivated practitioner who is passionate about working with children and who can provide excellent childcare and holiday camp provision for our children and families. This an exciting opportunity for a successful candidate as Ninelands Primary continues to extend its provision to families.

Despite being the largest Primary School in Garforth, we are a friendly, close and supportive staff who work well as a team. Our Governing Body is knowledgeable, efficient and focussed on raising standards and is incredibly supportive of the school. We have an active PTA, the Friends of Ninelands, who raise considerable funds for the school and have an excellent relationship with the school leadership. In short, Ninelands is an exciting, happy and stimulating place to work, and a good prospect for anyone looking to further their career.

I hope that after finding out more about our school, you will feel encouraged to apply for a Playworker post.

Yours faithfully

Mrs Katie Pashley

Headteacher

**Ninelands Primary School Aims**

Ninelands is a Foundation School catering for pupils between the ages of three and eleven.

Our Mission Statement

At Ninelands, we believe in making learning irresistible, meaningful and memorable. We want all our children to thrive in a happy, secure and inclusive environment where they develop enquiring minds, enjoy learning and have high aspirations, every lesson, every day. We challenge our children to be independent and self-motivated with the resilience to continue their learning journey so they can achieve their potential, contributing positively to society with strength and compassion.

The aims of our school are:

* To meet the requirements of the National Curriculum, maintaining a broad, balanced, exciting and meaningful curriculum which enables each child to experience success and a strong sense of achievement through a wide range of experiences.
* To encourage all children to understand their strengths, creating growth mindsets which embrace challenge.
* To encourage children of all abilities to develop enquiring minds, an enthusiasm for learning, and ability to co-operate and a desire to achieve.
* To promote self-discipline so that children become increasingly responsible for their own behaviour, growing themselves as self-reliant and self-motivated learners.
* To foster in all members of the school community, a positive appreciation of the importance of inclusion, diversity and cultural heritage, and of the role we all play in our society.
* For children to be a part of the school and wider town and city community and for them to understand and value how they can actively contribute.
* To establish and maintain positive relationships with parents and carers so their child’s learning journey is a partnership.
* To support, value and empower staff to create an environment that enables our aims and mission.

**The Application Process**

Interested candidates are welcome to contact Mrs Jackie Coyle, School Business Leader for further information on the post on 0113 2878370 or at [office@ninelands-school.co.uk](mailto:office@ninelands-school.co.uk)**.** Visit our website **www.ninelands-school.co.uk** and Twitter **@ninelandsps** for more information about Ninelands Primary School. Follow the links to take a virtual tour around our [nursery](https://www.youtube.com/watch?v=NSWWRCR7uYY&feature=youtu.be) and our [school](https://www.youtube.com/watch?v=nOwD99bylbo&feature=youtu.be).

**How do I apply?**

Please complete the relevant application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment, please state the reasons why (e.g. gap year, career break, unemployed etc.). Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. We require details of two referees, one of which must be your current or most recent employer; if you currently work in school, the reference must be from the Headteacher. Please provide their names, email addresses and daytime contact numbers.

**Supporting information**   
This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post in a covering letter of **no longer than one side of A4** detailing your experience and why you are an ideal candidate.

CVs are not accepted as part of the application process.

**Where & when do I need to send my completed application?**   
Your completed application form and covering letter should be returned to [jcoyle@ninelands-school.co.uk](mailto:jcoyle@ninelands-school.co.uk) or apply direct via Eteach.

**Closing date**: 13th March 2024

**Interviews**: TBC

**When will I hear if I have been shortlisted?**   
Applications will be evaluated against the requirements of the post, with those candidates that best fit the requirements being shortlisted. We are unable to contact all applicants, but all shortlisted candidates will be contacted by email or phone within 48 hours of submitting their application. If you have any queries on any aspect of the application process or need additional information please contact Mrs Jackie Coyle, School Business Leader by email to [office@ninelands-school.co.uk](mailto:office@ninelands-school.co.uk) or telephone school on 0113 2878370**.**

**Vacancy Advert**

**Playworker-£23,151.48 FTE, £12.00 per hour**

**Working 7.30am-9.00am and 15.30pm-18.00pm-20 hours per week**

**Start Date – 02.09.24**

**Playworker Out of School Club**

Part time, permanent role provide childcare for breakfast club and after school club pupils who attend Ninelands Primary School between Monday – Friday, 7.30am – 9.00am & 3.30pm – 6.00pm.

Ninelands Primary is a large and popular two form entry school in Garforth, Leeds and runs its own Out of School Club. Due to increased popularity and numbers on roll, we are looking to recruit additional playworkers to work at our successful out of school provisions. The club provides childcare for pupils aged 3 to 11 years. The governing body are seeking to employ highly committed, dynamic and professional individuals. You will join our dynamic and successful team in planning and organising activities and be part of a team of staff that are committed to providing a broad range of services to our school community, which will include an Out of School Club and holiday playscheme.

We are looking for an excellent practitioner who are passionate about working with children and families and who can support the success of Extended Services provision at Ninelands Primary School. We are particularly interested to receive applications from candidates who are currently studying or have studied a qualification in childcare, education, or sports leadership.

We are looking for someone who

* Can help to plan a wide variety of exciting and creative activities to stimulate and support children’s intellectual, emotional, physical, social, language and play development
* Can listen to, encourage, enable and stimulate children
* can build and maintain positive relationships with parents and carers
* has good organisation and administration skills
* can ensure equality and promote inclusive practice
* can maintain the outstanding ethos of the school

We can offer you:

* motivated children who are curious and eager to explore
* a crucial part in further developing our exciting Extended Services provision
* a dedicated and professional staff team
* a well-resourced and attractive environment
* a strong commitment to continuous professional career development and equal opportunities
* a happy school with strong support from its stakeholders
* subsidised childcare for staff

Interested candidates are welcomed to contact Mrs Jackie Coyle, School Business Leader for further information on the post on 0113 2878370 or at [office@ninelands-school.co.uk](mailto:office@ninelands-school.co.uk)**.** Visit our website **www.ninelands-school.co.uk** for more information about Ninelands Primary.

Ninelands Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments made are subject to a DBS enhanced check.

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

**Enhanced Disclosure**

Thank you for your interest in this post at Ninelands Primary School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As an organisation assessing applicants’ suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), the School complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. The School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

An Enhanced Disclosure is carried out by the Disclosure and Barring Service (DBS) and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Disclosure and Barring Service (DBS) Code of Practice of Disclosure Information.

If your application is successful, you will receive further information on how to complete the Enhanced Disclosure.

Ninelands Primary School has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the outset of the recruitment process.

***We are committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment.***

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**Responsible to:** Extended Services Manager / Lead Playworkers

**Role:**

The post holder will support the Extended Services Manager and Lead Playworkers in ensuring the Out of Hours Club provides high quality childcare, within a positive, safe and happy environment, in line with the policies and procedures of the Out of School provision and Ninelands Primary School. The post holder will assist in the planning and preparation of a programme of activities and in the completion of all relevant paperwork and administration. The post holder will undertake duties under the direction of the Extended Services Manager and Lead Playworkers.

##### Duties

* Helping to plan a wide variety of activities to stimulate and support children’s intellectual, emotional, physical, social, language and play development
* Listening to, encouraging, enabling, stimulating the children and ensuring their safe keeping
* Providing good quality, nutritious and attractive food and refreshments for the children prepared according to set standards of hygiene
* Contributing to and implementing the Out of School Club and school’s policies
* Helping to ensure that equipment is well maintained and safe to use
* Ensuring that good hygiene standards are kept
* Ensuring that all safety procedures (including child protection) are followed
* Dealing with any accidents and emergencies according to the policies and procedures of the Club and the school
* Preparing and fully setting out the Club before children arrive and tidying up after the children leave
* To assist in the marketing and promotion of the club in the local area
* To assist with administration as directed by the Extended Services Manager and Lead Playworkers
* Attending relevant meeting and training events as directed
* Taking responsibility for own professional development
* Keeping completely confidential any information relating to children, their families, Governors and staff which is learnt as part of the job and in line with confidentiality policy
* Building and maintaining positive and professional relationships with parents and carers and to encourage parental involvement in the club
* Delivering a high level of customer service to parents and carers
* Advising the Extended Services Manager and Lead Playworkers of any matter requiring attention, such as concerns about a child, or equipment needing repair or replacement

**Key Skills and Competencies**

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| --- | --- |
| **Essential Criteria** | **Desirable Criteria** |
| **Skills**   * Ability to plan, implement and monitor creative activities for children * Good communication skills * Ability to relate well to children and adults * Ability to work constructively as part of a team, understanding roles and responsibilities and your own position within these * Good literacy and numeracy skills * Ability to provide a healthy, safe and positive environment for children * Having a positive and professional approach | * Ability to identify your own training needs |
| **Experience**   * Experience working with children aged 3 years – 11 years old | * Experience of working with pupils with additional needs * Experience of working in a play based setting |
| **Knowledge and understanding**   * Understanding of Health and Safety issues * Awareness of Child Protection issues * Understanding of behaviour management issues and strategies * Understanding of equal opportunities and the ability to apply this to their work setting |  |
| **Qualifications & Training**   * Be willing to work to a recognised qualification at level 2 NVQ or above in a relevant discipline e.g. childcare (or willingness to work for this) or have equivalent experience | * Good standard of general education * Current first aid qualification * Current food hygiene certificate * Qualification or studying a qualification in childcare, education or sports leadership |
| **Other conditions**   * Holder of an Enhanced DBS * Willingness to contribute to the wider success of school |  |

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