

JOB DESCRIPTION: Playworker

Job summary

Under the direction of senior staff, the Playworker will work as a part of a team to deliver a successful play provision for children. At all times, the post holder will be expected to work collaboratively with relevant colleagues to fulfil the requirements of the role and contribute positively to a quality play care service responsive to the needs of children and their parents.

Primary duties and responsibilities

Relationships

- Build and maintain effective working relationships with your line manager and fellow playworkers to ensure the smooth running of the play provision.
- Work collaboratively with staff, referring students who may require intervention from alternative members of staff.
- Form positive and professional relationships with students. Communicate effectively and act with empathy, compassion and assist students with practical, behaviour or peer issues.
- Adopt an appropriate and professional communication style depending on the nature of the communication e.g., a volatile situation, an upset student etc. Ensure any behaviour intervention is safe, appropriate and in line with the academy's policy and procedures.
- Form proactive relationships with parents/carers keeping them informed of the student needs, targets and progress and sustaining effective relationships with the school community. Encourage parental involvement in the play provision.
- Ensure all written reports and other necessary documentation are completed in a clear, concise and timely manner.
- Ensure any child protection disclosures or pastoral concerns are dealt with sensitively and referred appropriately in line with the safeguarding policy and procedures.

People management

- Promote the inclusion and acceptance of all students.
- Assist and support in the resolution of student disputes in accordance with academy policy and practice.
- Provide advice and guidance to new or less experienced staff regarding procedures and systems.

Resource management

- Assist with the preparation and delivery of activities designed to meet the intellectual, creative, physical, emotional and social needs of the children attending play provision.
- Assist with the preparation, maintenance and storage of play provision resources.
- Ensure all activities undertaken are delivered in accordance with academy's health and safety procedures.
- Provide suitable refreshments ensuring that any individual dietary requirements are met. Ensure the preparation and handling of food is done in accordance with food hygiene and health and safety standards.
- Assist and support with administration duties as required.
- Ensure any medication is administered and stored correctly in line with academy policy.
- Undertake first aid duties, including providing assistance as necessary and as trained (where there is a requirement to be first aid trained) and ensure first aid logs are completed as required.

Decision making

- Assist with providing a stimulating play programme for children taking into account their individual needs and interests.
- Consult with the children and involve them when planning activities.

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- Establish safe and proper behaviour by appropriate intervention and in line with the academy's policy and procedures. Refer issues to the appropriate members of staff where relevant.
- Report healthy and safety concerns to your line manager or an appropriate member of staff in line with the academy's guidelines.
- Utilise and analyse information to make good, informed decisions within post holder's remit.

Work demands

- Promote positive student behaviour, deal promptly with conflict and incidents in line with academy policy and encourage students to take responsibility for their own behaviour.
- Able to work to planned routine but also adaptable and flexible to deal with ad hoc issues.

Physical demands

- Normal physical effort required.
- May require some movement of furniture and equipment.

Working conditions

- Role is academy based. May be required to carry out some duties, such as training at other academy sites.
- Will be required to work both indoors and outdoors.
- May be required to address some challenging situations, working within an emotive environment.

General expectations

Behaviour expectations

- Maintain **High** expectations in all we do, ambitious for ourselves, our communities, and our environment.
- Create **Equity** of opportunity, promoting inclusion, removing disadvantage and rejecting discrimination.
- Champion the success and life chances of **All** children.
- Furnish pupils and staff with the **Resilience** to succeed as lifelong learners.
- Harness our **Togetherness** to achieve more, collaborating proactively in seamless unity.

Expectations of jobholder

- Be aware of and comply with CLF policies as set out in the CLF Employment Manual, including the Code of Conduct, as well as individual academy policies and procedures.
- Be committed to safeguarding and promoting the welfare of children and young people.
- Ensure that the equal opportunities policy is adhered to and promoted in all aspects of the post holder's work.
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.
- Demonstrate professionalism towards sensitive and confidential information and adhere to data protection legislation.
- Comply with and promote Health and Safety and Safeguarding policies and procedures and to undertake recommended training as and when necessary.
- Commit to professional self-development, such as through participation in inset training and professional services networks as necessary for the successful carrying out of the job.
- Undertake such other duties as are commensurate with the grade of the post.

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NB: This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive list of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Signed:

Name:

Date: