



A happy and healthy place to learn

JOB DESCRIPTION

Out of School Club Playworker

Grade	A3 (point 3 – 4)
Conditions Of service	NJC
Responsible To	Headteacher / OOSC Manager / OOSC Deputy Manager

Safeguarding

This school is committed to safeguarding and promoting the wellbeing of all children and expects our staff and volunteers to share this commitment. Safeguarding and child protection is **everyone's** responsibility. The [safeguarding and child protection policy](#) applies to all staff, and they are expected to read and understand the latest version of this policy at least annually.

All staff working directly with children will read and understand their statutory responsibilities outlined in Part 1 and Annex B of the Department for Education's statutory safeguarding guidance, [Keeping Children Safe in Education](#), and review this guidance at least annually.

All staff working directly with children will read the latest version of the (non-statutory) guidance [Safer Working Practice in Educational Settings](#), at least annually and use it to guide their behaviour and conduct in school.

Everyone who works at Primrose Lane Primary School has the responsibility for promoting the safeguarding and welfare of children.

Special Conditions

This post is subject to a higher-level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

Role

To provide a stimulating and effective curriculum which will enhance children's emotional, social, physical, intellectual and language development. To provide high quality care that meets professional inspection standards. To promote the service in the community and deputise in the absence of the Manager. There is a requirement to work outside of school hours and on occasion off school premises (as required by the school).

Responsibilities

To provide high quality childcare for children and creative age-appropriate activities

Assist the Manager to provide a broad and balanced curriculum that will meet the requirements of relevant National and Local standards, such as the National Curriculum and the Day Care standards
Support the Manager in the day to day running of the service, including the supervision of children and staff members

Assist the Manager in the planning and evaluation of the service's activities

To adhere to established Individual Educational Programme for SEN pupils.

Observe, monitor, and maintain written records to ensure children's developmental progress

To support the successful admission and transition for children and families

To provide first aid, report any injury or accident, ensuring that health and safety of the individual is maintained

To follow the school's Child Protection Policy

Assist with Manager in preparation for OFSTED Inspections and in the development of an action plan, following its recommendations

Where appropriate, to supervise student placements

To support the successful admission and transition for children and families

To support the Manager with the administrative tasks associated with the service.

Attending relevant meeting and training events as directed

Be responsible for own professional development

Ensuring that any information relating to children, their families, Governors, and staff which are learnt as part of the job is kept confidential

Where appropriate, work closely with the school and prepare reports that will assist in the children's smooth transition into school

Building and maintaining positive and professional relationships with parents and carers and to encourage parental involvement in the school.

To organise and participate in interesting and appropriate educational visits for children and families observing health and safety policies and making risk assessments

To comply with the requirements of all policies, procedures, and management instructions

To take responsibility for the securing of the building and resources if required

To assist in providing professional support on issues relating to child protection to parents and outside agencies

To take responsibility for a group of children during any building evacuation.

To participate in appraisal, training, and development activities as necessary to ensure up to date knowledge and skills

To improve own practice through observation, evaluation, discussion with colleagues and appropriate CPD programmes.

To work collaboratively with colleagues, knowing when to seek help and advice.

Contribute to the overall ethos, work, and aims of the service by attending relevant meetings, training days/events as requested.

Be aware of and comply with school policies and procedures, eg child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person

Be responsible for safeguarding children and promoting their welfare and following child protection procedures

Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding, and promoting the values, standards and equal opportunities of the school and Leeds City Council.

Recognise and appropriately challenge any incidents of racism, bullying, harassment, victimisation, and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures.

The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

Qualifications: N/A

PERSONAL SPECIFICATION

ESSENTIAL REQUIREMENTS: It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate

Skills Required

Planning and implementation of 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 service roles and responsibilities and your own position within these

Good standard of literacy and numeracy skills

Knowledge Required

Hold NVQ Level 2 In Child Care or appropriate subject or be willing to work towards qualifying and/or have equivalent experience

Understanding of Health and Safety issues

Awareness of Child Protection issues

Understanding of behaviour management issues and strategies

Experience Required

Of working with children of the relevant age

Behavioural & other Characteristics required

Committed to continuous improvement.

Able to understand and observe the schools and Leeds City Council Equal Opportunities Policy.

Able to carry out all duties having regard to an employee's responsibility under Health and Safety Policies.

Willingness to actively participate in training and development activities to ensure up to date knowledge, skills, and continuous professional development.

DESIRABLE REQUIREMENTS:

Skills Required

Ability to identify your own training needs.

Knowledge Required

Appropriate first aid training

Experience Required

Of working with pupils with additional needs