

**JOB DESCRIPTION: Extended Services Play Worker**

Responsible to: Play Club Supervisor/Extended Services Manager, SLT & Head Teacher

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**Job Purpose**

- 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 serve refreshments.
- 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.

**Key External Contacts**

- External food suppliers
- Activity Providers
- Parents

**Key Internal Contacts**

- Play Club Supervisor/Extended Services Manager
- Teaching and support staff
- Pupils

**Major Tasks, Duties and Responsibilities**

**1 Key Activities - Support for the School**

- 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:

- ensure the provision of a high quality environment to meet the needs of individual children from differing 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 the playground equipment is used and stored properly and that the play areas are tidied up each day
  - supervise Assistant Play Workers and 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
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- 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
  - To participate in first aid training as required

## **2 Key Activities – Support for the Pupils**

- To 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
- Under the direction of the Play Club Supervisor/Extended Services Manager, administer first aid as necessary and ensuring the well-being of sick children
- 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

## **3 Key Activities – Organisation & Managerial**

- Under the direction of the Play Club Supervisor/Extended Services Manager undertake supervision of Assistant Play Worker and/or coaching of new Play Workers and apprentices

- 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.
- Any other duties as directed by the head teacher

#### **Other Requirements**

- To have an up-to-date Enhanced CRB Disclosure.

*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 Head Teacher 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.*