



Northumberland Church of England Academy Trust

JOB DESCRIPTION

JOB TITLE: Level 1 Play Worker
SCHOOL: Primary
SALARY: Band 2
RESPONSIBLE TO: Headteacher

Northumberland Church of England Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Trust will provide an environment in which the personal attributes, strengths and academic excellence of staff will enable the creation of opportunities for all to develop their potential to the full; creating confident, independent, versatile and successful adults, equipped with the skills and values to meet the challenges of a changing society and to provide the best possible educational foundation for life.

It is essential that the post holder actively supports the vision and ethos of the Northumberland Church of England Academy.

PURPOSE OF JOB:

The Level 1 Play Worker will assist in the daily running of the after school club, providing a safe, fun, and nurturing environment for children. Under the guidance of the Play Leader or senior staff, this role involves supporting children's play, ensuring their well-being, and helping deliver age-appropriate activities that support their social and emotional development. The Play Worker will work as part of a team, ensuring that children's needs are met and providing support to the senior staff in various tasks.

MAIN RESPONSIBILITIES:

Support & Supervision:

- Assist in the supervision of children during after-school sessions, ensuring their safety and well-being at all times.
- Support children in their play activities and help create a fun, engaging, and inclusive environment.
- Promote positive behaviour and help manage minor behavioural issues under the guidance of the Play Leader or senior staff.
- Build positive relationships with children, fostering a supportive and caring environment.

Activity Support:

- Help prepare, set up, and supervise a range of activities (arts and crafts, sports, games, etc.) that are fun and developmentally appropriate for children.
- Encourage children's participation in activities, ensuring everyone feels included.
- Assist with cleaning and tidying up after activities to maintain a safe and organized environment.

Health & Safety:

- Ensure the environment is safe and report any concerns or incidents to senior staff.
- Adhere to the club's policies and procedures, including those relating to safeguarding and health and safety.
- Assist in keeping accurate attendance records and helping with any other administrative tasks as required.

Teamwork & Communication:

- Work as part of a team to deliver a high-quality play experience for children.
- Maintain good communication with children, colleagues, and parents to ensure a smooth running of the after-school club.
- Report any concerns about children's behaviour, well-being, or safety to the Play Leader or senior staff.

PERSON SPECIFICATION**Essential Qualifications:**

- A minimum of a Level 1 qualification in Playwork, Childcare, or a related field (or willingness to work towards it).
- A commitment to gaining further qualifications in the childcare/playwork field.
- Enhanced DBS check (or willingness to undergo one).

Experience & Skills:

- Some experience of working or volunteering with children (in a play, childcare, or educational setting).
- Basic understanding of child development and the importance of play in a child's well-being and growth.
- Ability to follow instructions and work under the supervision of senior staff.
- Basic knowledge of safeguarding and health and safety procedures.
- Good communication skills, with the ability to relate to children and work as part of a team.
- Ability to engage and encourage children in play, ensuring that all children are included and feel valued.

Desirable Qualifications & Skills:

- A basic first aid qualification (or willingness to obtain one).
- Experience working with children with additional needs.
- Interest or experience in creative or sports-based activities.

Personal Attributes:

- Enthusiastic and energetic with a genuine interest in working with children.
- Caring, approachable, and sensitive to children's individual needs.

- Flexible and able to adapt to changing situations.
- A team player who can work collaboratively with colleagues.
- Reliable and punctual.
- Committed to the safety and well-being of children at all times.

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. You may be required to carry out additional duties commensurate with the level of the role .