



## The Dove Federation

Caston CofE Primary & Parker's CofE Primary Academies



*Proudly federated with each other and part of DNEAT, Caston and Parker's are vibrant village primary schools with one-form entry and combined classes. We work together to achieve great outcomes, and love to celebrate successes along the way. Awarded 'GOOD' in all areas by Ofsted (Sept & Oct '23) we are embarking on our most significant expansion in recent years: opening two new pre-school settings whilst investing in increased extra-curricular provision. The government, via Norfolk County Council, is launching a significant funding programme to develop Wraparound care in schools, and we are delighted to be early receivers of this funding which extends to Summer 2026.*

*We are looking for enthusiastic Playworkers at each school to support our Wraparound Clubs: safe spaces where children can relax, feel happy and content to wind down – or run off steam – at either end of the school day.*

### Playworker job description

Reports to (job title):	<b>Executive Headteacher, Head of School</b>	
Salary:	<b>NJC12 pro rata (FTE £26,421)</b>	
Contract:	<b>Temporary, termtime only, 1 September - 31 July 2025 (possibility for extension)</b>	
	<b>Hours by negotiation, to cover either or both:</b>	
	<b>Breakfast Club</b>	<b>7.45am-8.45am (0.111 FTE)</b>
	<b>After-School Club</b>	<b>3pm-6pm (0.33 FTE)</b>

#### Main duties/responsibilities

##### General duties

- To facilitate and support children's self-directed play
- To introduce ideas and activities and support children's initiatives that help to create a rich environment for play and relaxation
- To be responsive to a range of play types, behaviours and experiences and allow children control and autonomy over the content and intent of their play; whilst challenging behaviour that impinges on others' experience and enjoyment
- To collaborate with other staff in the planning and running of sessions so that the school offers a broad range of play and activities, considering the needs and wishes of children and their families

- To provide a warm, welcoming and inclusive play environment where individuals are valued, and appropriate adaptations are made to maximise all children's engagement with play
- To welcome and handover relevant information with parents / carers at beginning and end of sessions
- To oversee and support the preparation and serving of food
- To actively engage in consultation with the children and encourage participation with wraparound care (thereby contributing to its long-term sustainability)
- Displaying commitment to the ethos and success of the school
- Being familiar with the school's systems, structures, policies and procedures
- Being part of the school community; actively supporting school activities where required

#### **Pupil support**

- Working with the Federation's behaviour management strategies to support all children
- Understanding the school's safeguarding procedures and actively promoting pupils' wellbeing and safety

#### **Monitoring and reporting**

- To contribute to the collection of data, recording information and maintaining records, as needed (e.g. daily registers, accident and incident forms etc)
- Reporting on individual and setting issues upwards to the School Leadership Team as required

#### **Reflection, Training & Development**

- To work professionally as part of a team: participating in individual and team reflective playwork practice; supervision; appraisal; professional development; recording; reporting; and contributing to quality improvements as required
- Contributing to the school's process of self-evaluation and development

#### **Communication**

- Working with colleagues to ensure resources / supplies are in place; share relevant information and ideas
- Working with Senior Leadership Team and Norfolk County Council (as funders) to develop and promote wraparound care, ensuring its long-term sustainability
- Working with the Designated Safeguarding Lead and their deputies to ensure safeguarding is promoted
- Working with colleagues to proactively celebrate and promote the school / club / school activities by identifying success stories, providing information for the newsletter, website and other media

## Person specification

	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> <li>Level 2 or 3 qualification in relevant field</li> <li>Willing to undertake relevant CPD</li> </ul> <p><i>Avenues for further study may be possible through DNEAT's Apprenticeship scheme, for the right candidates</i></p>	<ul style="list-style-type: none"> <li>Other relevant professional qualification</li> <li>Current Paediatric First Aid</li> <li>Current Level 2 Food Hygiene</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Previous experience of working with children aged 3-11, ideally in a play-based setting or school environment</li> <li>Experience working as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience working in partnership with parents</li> <li>Experience working with pupils with SEND</li> <li>Experience working with children who have challenging behaviour</li> </ul>
Knowledge and skills	<ul style="list-style-type: none"> <li>Ability to work with children (and grown ups!) collaboratively, flexibly and positively</li> <li>Excellent planning and organisational skills</li> <li>Good oral and written communication skills</li> <li>General IT competency (handling emails, learning and using new software)</li> <li>Understanding of the varied needs of children, additionally those with SEND</li> <li>Be inclusive and understand equal opportunities</li> </ul>	<ul style="list-style-type: none"> <li>An understanding of the importance of parental involvement</li> <li>Understanding of the stages of child development and how learning is affected by intellectual, emotional and social development</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>Be a genuine advocate for children</li> <li>Sound judgment and common sense, able to ask for support / help when needed</li> <li>Have good attendance and punctuality</li> <li>Be proactive, enthusiastic and positive in the working environment</li> <li>Be able to accommodate to changes in priorities</li> <li>Anticipate workload, prioritise and plan ahead</li> <li>Be able to encourage and enable others to reach their full potential</li> </ul>	<ul style="list-style-type: none"> <li>Self-confidence: ability to work as a team member and demonstrate leadership skills</li> <li>Ability to relate well to other professionals</li> </ul>