

POST TITLE: Playworker	GRADE: 1. SCP 2-3
RESPONSIBLE TO: Headteacher	

Responsible for:

No direct reports

Purpose of role:

Under the direction of the Headteacher, promote and support a range of active play opportunities during the midday break period, before or after school as appropriate.

Responsible for assisting in the planning and preparation of a programme of activities and in the completion of all relevant paperwork and administration.

Principle Accountabilities:

- Collect children from their classrooms and escort safely to the relevant area of the school, ensuring they have all their belongings where appropriate.
- Assist in planning, preparing and taking part in activities to stimulate and support children's intellectual, physical, social, language, emotional and play development.
- To be responsible for promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage children to take responsibility for their own behaviour.
- Assist the Play Leader and/or Principal/Headteacher in drawing up monthly programmes encouraging the children's input.
- Where appropriate, to assist in the preparation, serving and clear up of adequate refreshments, having due regard to health and safety in food preparation. To include awareness of the school's healthy school status and policy.
- Set out and clear away equipment, encouraging the children to help as appropriate to promote independence.
- To be familiar with and comply with the school's policies and procedures that impact on the duties of the postholder.
- Work with the Play Leader and/or Principal/Headteacher to ensure the health, safety and wellbeing of children. To include reporting any incidents/accidents to the Play Leader and/or Principal/Headteacher and any issues concerning discipline or health and safety.
- Where appropriate, to help maintain an accurate attendance register, including ensuring children leave the premises with the adult designated on the registration form.

- Responsible for completing the log book and accident/discipline books with relevant information.
- Maintain all supplies of provisions and materials in order to provide a range of activities and appropriate refreshments where necessary.
- To inform the class teacher of any relevant incidents/information at handover time.
- Undertake other relevant duties allocated at the discretion of the Principal/Headteacher or other designated supervisor.

Data Protection and Safeguarding:

- Work within the requirements of Data Protection at all times
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns
- Remain vigilant to ensure all students are protected from potential harm

General:

- The post-holder will be expected to exemplify the trust values of Respect, Opportunity, Collaboration and Aspiration and demonstrate trust behaviours as outlined in “The Futura Way”.
- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are ‘protected’ for the purposes of the ‘Exceptions’ order.
<https://www.gov.uk/government/collections/dbs-filtering-guidance> ‘

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

Person Specification - Playworker	Essential (E) or Desirable (D)
Education/Qualifications	
Proficiency in literacy and numeracy to GCSE level or equivalent	E
NVQ2 in Play work or NVQ2 in Early Years Care and Education or equivalent qualification (i.e. NNEB, Teaching Assistant qualification) OR minimum 3 years relevant	E

satisfactory experience as a Play Leader or Teaching Assistant demonstrating a relevant skill level	
A willingness to undertake the NVQ2 in Play work or NVQ2 in Early Years Care and Education	D
Experience	
Working collaboratively as part of a team	E
Caring for children of a relevant age in either a paid, voluntary or domestic environment	E
Supervising pupils in a school environment	D
Working in line with Health & Safety policies	D
Behaviours	
Interest in children's development and in a wide range of issues concerning their education and welfare.	E
An ability to relate well to both children and adults	E
Natural Communicator	E
Approachable and empathetic	E
Positive Attitude	E
Skills	
Good verbal communication skills; able to communicate clearly	E
Ability to prioritise and multi task	E
Good administration skills	E
Knowledge and understanding of the welfare/social needs of pupils during midday break	D