

## JOB DESCRIPTION & PERSON SPECIFICATION

<b>Job Title:</b>	<b>Playworker</b>
<b>Location:</b>	<b>Godmanchester Kids Club</b>
<b>Reports to:</b>	<b>Kids Club Manager</b>

### Purpose

To assist in the day-to-day organisation of the club. Providing a caring, secure environment, offering an appropriate range of activities for children between the ages of 4 and 11.

### Key Areas:

- Activity planning
- Liaison with parents, school and outside agencies
- Supervision and care of children
- Direct play work

#### Activity Planning

- To provide safe, creative and appropriate play opportunities for a range of age groups
- Ensure that all activities are inclusive for all children to take part

#### Liaison

- To help develop and maintain good relationships and communications with parents and carers to facilitate day to day needs
- To share good practice with other play workers
- Encourage children to become involved in the planning activities

#### Supervision and care of children

- Ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities
- Ensure that risk assessments are completed prior to commencing activities
- Ensure that food preparation and handling is carried out in accordance of the club's policy
- Promote and support safeguarding of children, observing club's policies and procedures

#### Direct play work

- Plan and supervise a range of activities
- Ensure that play meets the full range of children's individual and group needs
- To fully support inclusive practice and ensure that all children can be involved in the activities on offer

#### Other

- To undertake continuous professional development
- To promote the aims and objectives of the club
- To understand and adhere to the club's policies and procedures at all times
- Recording accidents and incidents
- To ensure confidentiality at all times

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Signed..... (Playworker)

Signed..... (Manager)

Date.....

Godmanchester Bridge Academy Person Specification: Playworker	
Criteria	Desirability
<b>QUALIFICATIONS</b>	
Childcare qualification or a willingness to work towards	Essential
<b>EXPERIENCE</b>	
Experience in carrying out the role according to the job description	Desirable
Experience in supporting and promoting positive behaviour in children	Desirable
Experience in providing intimate care	Desirable
Recent experience working with children	Desirable
<b>PROFESSIONAL COMPETENCE</b>	
Potential ability to provide and facilitate safe and creative play	Essential
Ability to communicate at all levels	Essential
Commitment to promoting and safeguarding the welfare of all children	Essential
Consistent in manner and attitude – displaying a calm, kind and caring approach	Essential
Ability to meet children's individual needs	Essential
Ability to work as part of a team	Essential
Good time keeping skills	Essential
Ability to work on own initiative	Essential
Knowledge and experience in working with children with specific SEND	Desirable