

JOB DESCRIPTION

POST: **Playworker**

GRADE: Grade B SCP 2

RESPONSIBLE TO: Head Teacher

JOB PURPOSE: To assist in providing a caring, secure environment, through individual attention and group activities, and to organise an appropriate range of leisure activities for children between the ages of 4 to 11.

Main Activities:

- To provide a safe, creative and appropriate play opportunities including preparing activities, organisation programmes and arranging equipment.
- To ensure that all activities are carried out within an equal opportunities framework.
- To undertake any necessary training.
- To develop and maintain good relationships and communications with parents to facilitate day-to-day caring needs.
- To encourage parental involvement and support through the development of effective working relationships.
- To consult with the children and involve them in the planning of activities.
- Ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities.
- Ensure that food provision is carried out within the guidelines of the food safety act 1990, and is balanced and healthy in accordance with dietary requirements.
- Help the co-ordinator to ensure that a wide range of creative and enjoyable activities are offered.
- Ensure that play meets the full range of children's individual and group needs.
- Be aware of Staff Policies and Practices.
- To ensure the provision of good standards of physical and emotional care.
- To ensure good standards of hygiene and cleanliness are maintained at all times.

- To be responsible for the Health and Safety standards appropriate for the needs of the children.
- To assist with the preparation and maintenance of materials equipment.
- Recording of any accidents in the accident book.
- Ensure child is collected by someone known to the club.
- To 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.
- To ensure confidentiality of information received.
- To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the manager.



PERSON SPECIFICATION

JOB TITLE: Playworker

Essential upon appointment	Desirable on appointment
<p>Qualifications</p> <ul style="list-style-type: none"> • None required 	<ul style="list-style-type: none"> • Childcare Qualification at Level 2 (or equivalent). • Appropriate first aid training • Food Hygiene qualification
<p>Experience</p> <ul style="list-style-type: none"> • Experience appropriate to working with children in an education setting. 	<ul style="list-style-type: none"> • Experience of working with children on a voluntary or paid basis.
<p>Skills and knowledge</p> <ul style="list-style-type: none"> • Good written and verbal communication skills: • Be able to communicate effectively and clearly with a range of staff, children, young people, their families and carers 	<ul style="list-style-type: none"> • Good understanding of child development and learning processes. • Behaviour management
<p>Personal qualities</p> <ul style="list-style-type: none"> • Demonstrable interpersonal skills. • Ability to work successfully in a team. • Confidentiality. 	
<p>Other Requirements</p> <ul style="list-style-type: none"> • Enhanced DBS clearance • To be committed to the school's policies and ethos • To be committed to Continuing Professional Development • Motivation to work with children and young people 	



Essential upon appointment	Desirable on appointment
<ul style="list-style-type: none">• Ability to form and maintain appropriate relationships and personal boundaries with children and young people• Emotional resilience in working with challenging behaviours and attitudes• Ability to use authority and maintaining discipline• An empathy for equality & diversity• The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post	



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