



## JOB DESCRIPTION

**Job Title:** Out of School Club Assistant - Playworker

**Location:** Adel Primary School

**Pay Range:** B1- SCP 4-6

**Responsible to:** Headteacher

**Responsible for:** Extended services staffing

### **Role:**

To provide a stimulating and effective curriculum which will enhance children's emotional, social, physical, intellectual and language development. To provide high quality care that meets professional inspection standards. To promote the service in the community and deputise in the absence of the Manager.

1. To provide high quality child care for children and creative age appropriate activities
2. Assist the Manager to provide a broad and balanced curriculum that will meet the requirements of relevant National and Local standards, such as the National Curriculum and the Day Care standards
3. Support the Manager in the day to day running of the service, including the supervision of children and staff members
4. Assist the Manager in the planning and evaluation of the service's activities
5. To adhere to established SEN support plans for SEN pupils.
6. Observe, monitor and maintain written records to ensure children's developmental progress
7. To support the successful admission and transition for children and families
8. To provide first aid, report any injury or accident, ensuring that health and safety of the individual is maintained
9. To follow the schools Safeguarding and Child Protection Policy and play an active role in the safeguarding of all children and contribute to child protection practice as required.
10. Assist with Manager in preparation for OFSTED Inspections and in the development of an action plan, following its recommendations
11. Assist the Manager with all aspects of financial management of the service, e.g. budget setting, the collection of fees, invoicing and maintaining records.
12. Where appropriate, to supervise student placements
13. To support the successful admission and transition for children and families
14. To support the Manager with the administrative tasks associated with the service.
15. Attending relevant meeting and training events as directed
16. Be responsible for own professional development

17. Ensuring that any information relating to children, their families, Governors and staff which are learnt as part of the job is kept confidential
18. Where appropriate, work closely with the school and prepare reports that will assist in the children's smooth transition into school
19. Building and maintaining positive and professional relationships with parents and carers and to encourage parental involvement in the school.
20. To organise and participate in interesting and appropriate educational visits for children and families observing health and safety policies and making risk assessments
21. To comply with the requirements of all policies, procedures and management instructions
22. To actively promote and support policies on Equal Opportunities and to ensure the Service functions in an anti-oppressive and non discriminatory manner.
23. To take responsibility for the securing of the building and resources if required
24. To assist in providing professional support on issues relating to child protection to parents and outside agencies
25. To take responsibility for a group of children during any building evacuation.
26. To undertake the accountabilities of the post in accordance with Council policies including the Equal Opportunities and Health and Safety policies.

This post is subject to an Enhanced Disclosure and Barring Service background check.

*This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment.*



**PERSON SPECIFICATION**

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Essential Criteria	How Identified	Desirable Criteria	How identified
<p><b>SKILLS</b></p> <p>Planning and implementation of creative activities for children</p> <p>Good communication skills</p> <p>Ability to relate well to children and adults</p> <p>Ability to work constructively as part of a team, understanding service roles and responsibilities and your own position within these</p> <p>Good standard of literacy and numeracy skills</p>	<p>Application form &amp; selection process</p>	<p>Ability to identify your own training needs.</p>	<p>Application form &amp; selection process</p>
<p><b>EXPERIENCE</b></p> <p>Experience working with children of the relevant age</p>	<p>Application form &amp; selection process</p>	<p>Experience of working with pupils with additional needs</p>	<p>Application form &amp; selection process</p>
<p><b>KNOWLEDGE &amp; UNDERSTANDING</b></p> <p>Understanding of Health and Safety issues</p> <p>Awareness of Safeguarding &amp; Child Protection issues</p> <p>Understanding of behaviour management issues and strategies</p>	<p>Application form &amp; selection process</p> <p>Application form &amp; selection process</p> <p>Application form &amp; selection process</p>		
<p>Hold NVQ Level 2 in Child Care or appropriate subject or be willing to work towards qualifying and/or have equivalent experience.</p>	<p>Application form &amp; selection process</p>	<p>Appropriate first aid training</p>	<p>Qualification Certificate</p>
<p><b>OTHER CONDITIONS</b></p>	<p>Enhanced DBS clearance</p>		

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