**Overview of out of school club workers**

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| **Job Title** | **Grade** | **Role Description** |
| **Playworker/ Out of school club worker** | CD | Supports the school with the provision of extended care. The post holder will do this by supervising children and organising safe creative and appropriate play activities. Provides healthy breakfast/snacks. No budgetary or supervisory responsibilities. Works under the direction of the club supervisor/manager. Reports any safeguarding concerns to Line Manager |
| **Playleader/ Out of school club supervisor** | E | In addition to the Grade C playworker role, the play leader will have a higher level of initiative and independence and leads on the provision of extended care. Provide first aid as appropriate. The play leader would collect monies from parents and keeps records of income. The playleader line manages the playworkers/assistants and reports to the Head-teacher. Communicates with senior Management team on the progress of the club. Responsible for promoting the club and contributing to the creation of any club policies and procedures. Reports any  safeguarding concerns to Head-Teacher/appropriate person |

The job descriptions provided should be used as templates which you can amend to describe the specific role operating within your school. You may wish to add/remove duties as appropriate, but if these changes are significant the post may need to go through Job Evaluation, and advice should be sought from NYES HR ([NYES.HR@Northyorks.gov.uk](mailto:NYES.HR@Northyorks.gov.uk)). Changing the Job title will not affect the grading of the post, e.g. breakfast club worker

The table below provides a brief indication of the responsibilities required for each grade as a bare minimum and more details are within the job descriptions that follow.

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| **Post title:** | Playworker/Before and/or after school club Assistant (Delete as appropriate) |
| **Grade:** | CD |
| **Responsible to:** | Club Supervisor / Playleader (delete as appropriate) |
| **Staff managed:** | None |
| **Directorate:** | Children and Young People's Service |
| **School name:** |  |
| **Job family:** | **E - Education/School** |
| **Date of issue:** | August 2023 |

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| **Safeguarding Statement** |
| * The out of hours school club provides a safe environment for children prior or after school, and encourages health eating and creative play opportunities. * Enhanced DBS clearance is required for this post |

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| |  |  | | --- | --- | | **Job Purpose:** | **The core focus of this job is to assist with supporting the school with the provision of extended care. The post holder will do this by supervising children and organising activities.** | |

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| **Operational Issues:** | * Maintain a register of children * Prepare and provide a healthy Breakfast/snacks/refreshments to the children following food hygiene practices, and clean up afterwards * Prepare and set up room as required * Administer basic first aid as required * Undertake the personal care of children as required, including toileting, dressing, sickness * Ensure the children and young persons are supervised at all times |
| **Communications:** | * Close liaison with parents, colleagues, pupils * Encourage parental involvement and support * Communicate with school staff as appropriate |
| **Resource management/**  **Buildings and Infrastructure:** | * Collect monies from parents as required * Assist in the purchase of resources, including food/drink * Ensure the building is safe and secure for the children and young persons at all times * Ensures play equipment and materials are properly used, maintained and stored and report any damages to the Playleader/Supervisor |
| **Systems and Information:** | * Maintain accurate records as required, to include completion of accident book, register of child’s attendance, up to date emergency contact details |
| **Planning and Organising:** | * Plan and provide a variety of safe, creative and appropriate play opportunities Participate in appraisal, training and other learning activities |
| **Safeguarding:** | * Responsible for promoting and safeguarding the welfare of the children and young people. |
| **Health and Safety:** | * Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. * To work with colleagues and others to maintain health, safety and welfare within the working environment. * Ensure all accidents and emergencies are dealt with according to the policy * Assist in ensuring the safety of all children in the event of a fire/drill or other emergency |

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| **Person Specification:** |  |
| **Essential** | **Desirable** |
| **Knowledge and Experience**   * An understanding of and commitment to the provision of good quality childcare * An understanding of food hygiene rules * Health & safety knowledge, including lifting and handling and fire prevention * A sound understanding of safeguarding procedures * Knowledge of healthy eating * Some experience of working with children in a play work or educational setting | * Knowledge of school policies and procedures * Knowledge of child development & learning processes |
| **Occupational Skills**   * Ability to plan and deliver safe activities relevant to the age of the children * Ability to work on own initiative and use common sense * Ability to communicate effectively with parents and colleagues, verbally and in writing * Ability to maintain confidentiality * Ability to work effectively in a team * Committed to continuing professional development * Emotional resilience * Ability to form and maintain appropriate relationships and personal boundaries with children and young people | * Behaviour management skills * Basic ICT skills |
| **Behaviours**  [**link**](https://www.northyorks.gov.uk/your-council/our-role-structure-and-objectives#accordion-content-0-0) |  |
| **Professional Qualifications**   * Current first aid certificate * Literacy skills for accurate record keeping | * Food Hygiene certificate * Childcare qualification |
| **Other Requirements**   * DBS check |  |

NB – Assessment criteria for recruitment will be notified separately.  
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.

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| **Post title:** | Play Leader / Before or After School Club Supervisor (delete as appropriate) |
| **Grade:** | E |
| **Responsible to:** | Headteacher |
| **Staff managed:** | Playworkers/ before/after school club assistants (delete as appropriate) |
| **Directorate:** | Children and Young People's Service |
| **School name:** |  |
| **Job family:** | **E - Education/School** |
| **Date of issue:** | August 2023 |

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| **Safeguarding Statement** |
| * The out of hours school club provides a safe environment for children prior or after school, and encourages health eating and creative play opportunities. * Enhanced DBS clearance is required for this post |

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| |  |  | | --- | --- | | **Job Purpose:** | **The core focus of this job is to ensure the provision of high quality out of hours school provision for children, within a positive, safe & happy environment. The post holder will do this by organising and providing an appropriate range of activities and food. Take a lead role in running the club.** | |

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| **Operational Management:** | * Maintain a register of children * Prepare and provide a healthy Breakfast/snacks/refreshments to the children following food hygiene practices, and clean up afterwards * Prepare and set up room * Administer basic first aid as required * Undertake the personal care of children as required, including toileting, dressing, sickness * Ensure the children and young persons are supervised at all times * Contribute to the development of club policies, procedures, aims and objectives * Promote the club by creating promotional displays * Ensures the equipment is maintained and stored appropriately |
| **Communications:** | * Close liaison with parents, colleagues, pupils * Encourage parental involvement and support * Promote healthy eating * Report on the progress of the club and any issues of concern to school leadership team |
| **Partnership and Corporate Working:** | * Communicate with school staff, parents and children/young people as appropriate |
| **Resource management/**  **Buildings and Infrastructure:** | * Collect monies from parents as required and record accurately * Responsible for the purchase of resources, including food/drink & equipment * Ensure the building is safe and secure for the children and young persons at all times * Encourage, lead and support a team of playworkers/assistants ensuring good performance all the time * Address performance or conduct issues promptly * Provide induction and training to new staff members * Ensure the building is safe and secure for the children and young persons at all times * Ensures play equipment and materials are properly used, maintained and stored and report any damages to the Playleader/Supervisor |
| **Systems and Information:** | * Maintain accurate records as required, to include completion of accident book, register of child’s attendance, up to date emergency contact details |
| **Planning and Organising:** | * Take a lead role in the planning of a variety of safe, creative and appropriate play opportunities * Monitor and evaluate the effectiveness of the club |
| **Safeguarding:** | * Responsible for promoting and safeguarding the welfare of the children and young people. * Be able to recognise when a child or young person is in danger or at risk of harm and take action to protect them. |
| **Health and Safety:** | * Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. * To work with colleagues and others to maintain health, safety and welfare within the working environment. * Ensure the safety of all children in the event of a fire/drill or other emergency * Ensure all accidents and emergencies are dealt with according to the policy |

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| **Person Specification:** |  |
| **Essential** | **Desirable** |
| **Knowledge and Experience**   * An understanding of and commitment to the provision of good quality childcare * An understanding of food hygiene rules * Health & safety knowledge, including lifting and handling and fire prevention * A sound understanding of safeguarding procedures * Knowledge of healthy eating * Some experience of working with children in a play work or educational setting * Significant experience of working with children in a play work or educational setting * Experience of keeping records, including financial records | * Knowledge of school policies and procedures * Knowledge of child development & learning processes * Staff supervision experience |
| **Occupational Skills**   * Ability to plan, deliver and evaluate safe activities relevant to the age of the children * Organisational skills * Ability to work on own initiative and use common sense * Ability to communicate effectively with parents and colleagues, verbally and in writing * Ability to maintain confidentiality * Ability to work effectively in a team * Committed to continuing professional development * Emotional resilience * Ability to form and maintain appropriate relationships and personal boundaries with children and young people * Behaviour management skills * ICT skills * Ability to lead a small team |  |
| **Behaviours**  [**link**](https://www.northyorks.gov.uk/your-council/our-role-structure-and-objectives#accordion-content-0-0) |  |
| **Professional Qualifications**   * Recognised childcare qualification at level 3 or equivalent * Current first aid certificate | * Food Hygiene certificate |
| **Other Requirements**   * DBS clearance |  |

NB – Assessment criteria for recruitment will be notified separately.  
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.