**William Law School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment**

# WILLIAM LAW OUT OF SCHOOL CLUB JOB DESCRIPTION

**PLAYWORKER**

Job Title: Play worker Level 1 Responsible to: Club Manager

Job Purpose: To work as part of a team to provide safe, fun and stimulating care for children aged 4 - 11 at William Law Out of School Club

**Main Duties**

* Running suitable programmes of games/activities for individuals and groups of children according to their preferences and age and stage of development
* Acting as a key worker in the implementation of the Early Years Foundation Strategy
* Supervise, lead and assist children in activities and games whilst encouraging good behaviour according to the clubs policies.
* Awareness of equal opportunities understanding a wide range of cultures and commitment to treating all children as individuals with equal concern and respect
* Use appropriate skills in dealing with children’s difficult behaviour
* Sensitivity to children and be welcoming to their families to form positive working relationships
* Awareness of all club policies and procedures
* Take responsibility, along with other staff, to ensure that all health and safety, accident prevention, registration, arrival and collection procedures, medication records and emergency procedures are maintained
* To ensure that the Club’s Safeguarding Children policy and procedures are followed at all times whilst upholding child protection, data protection and confidential procedures and that concerns are raised in accordance with these
* Evaluate and develop own practice of care learning and play to meet the needs of children, parents and staff
* Collect children from, and deliver back to, William Law School according to an agreed procedure and escort the children to the club in a safe and responsible manner
* Accompany children on outings according to club procedure
* Assist with making and serving of refreshments to children
* Assist with the setting out and clearing up and cleaning of all equipment used by club
* Assist with displays of children’s activities
* Take part in staff meetings and programme planning meetings
* Take part in staff training as offered
* Any other tasks as may be required

# Relationships

The Play worker will be required:

* Be a good, positive role model and form sensitive, appropriate relationships with children
* Welcome and form positive working relationships with parents/carers
* To work in a team with the Club Manager, Deputy Manager, Play Leader and other Play workers
* Liase with the clubs trustees as required
* To liase with school staff as required
* To liase with cleaning staff as required
* To meet with Playworkers from other clubs
* To meet with trainers and representatives of other outside organisations as directed by the Club Manager

To undertake any other tasks, as directed by the School Business Manager or Headteacher, which are consistent with the aims of the post.

The above may be amended at any time after discussion with you.