

# Job Description

## Playworker & Wraparound Care Support

### 1.0 JOB TITLE      **Playworker & Wraparound Care Support**

### 2.0 JOB PURPOSE

The Playworker Wrap-Around-Care Support is responsible for the delivery of safe, creative, appropriate activities and the general welfare of pupils in our After School Wrap-Around-Care.

### 3.0 DUTIES AND RESPONSIBILITIES

- The position is part time, various hours.
- Responsibility for ensuring safe arrival of children at the club and the safe delivery to carers at the end of the day.
- The planning and preparation of safe, creative, appropriate activities in a fun and caring environment.
- Keeping children safe and minimizing risks in the wrap around care environment including daily risk assessment checks.
- Preparing and serving snacks/refreshments for the children ensuring that hygiene, health and safety measures are met.
- Administering and recording first aid as appropriate
- Being responsible for setting up the room for the daily activities and aiding with the care and cleanliness of the rooms and equipment, including tidying the rooms at the end of the day.
- Ensuring that areas are kept tidy and filled with artwork and activities.
- Positive management of children's behaviour.
- Hold a Level 2 Childcare qualification OR have equivalent experience in a childcare setting.
- Are committed to undertaking further training or development as required
- Have a secure knowledge of child development and ways in which children can be encouraged to learn  
  
Can establish good relationships with children, parents and other staff, communicating clearly and sensitively
- Have awareness of the need for confidentiality
- Can use initiative to plan activities

- Can work co-operatively with the staff team and with parents to share knowledge and expertise for the benefit of the children

All staff are required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Observance of the Equal Opportunities Policy will be required.

.....Post holder

.....Head Teacher

## Person Specification

### Playworker & Wraparound Care Support

Essential	Desirable
<p><b>Skills, aptitude, knowledge and experience</b></p> <ul style="list-style-type: none"> <li>• Enthusiasm for working with children</li> <li>• An interest in the care, learning and development of children</li> <li>• A commitment to the provision of high-quality childcare</li> <li>• A positive approach to learning and gaining new skills through teamwork and training opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working with children in a voluntary or paid capacity</li> </ul>
<p><b>Personal qualities</b></p> <ul style="list-style-type: none"> <li>• Good organisational, record keeping and planning skills</li> <li>• Punctuality</li> <li>• Excellent communication skills, with children, colleagues, advisors and parents/carers.</li> <li>• Patience</li> <li>• Reliability and trustworthiness</li> <li>• A positive approach to inclusive practice, with children and colleagues</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work on own initiative and as part of a team.</li> </ul>
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• A positive approach to completing relevant short courses and qualifications</li> <li>• Some understanding of the importance of Health &amp; Safety and Food Hygiene in the workplace</li> </ul>	<ul style="list-style-type: none"> <li>• Completion of a recognised Childcare qualification, e.g. NVQ Level 3 Certificate for the Children &amp; Young People's Workforce or Children's Care, Learning and Development</li> <li>• Completion of Safeguarding Awareness course</li> <li>• Health &amp; Safety certificate</li> <li>• First Aid certificate</li> <li>• Completion of other relevant courses.</li> </ul>

Excelsior Multi Academy Trust (MAT) is a unique, innovative and friendly organisation, where all staff are valued and supported in their personal and professional development within a nurturing environment.

We actively promote the Equality Act and will expect all applicants to demonstrate their commitment to equality to improve outcomes for all children who attend the school.

Applicants will also be required to demonstrate their suitability to work with children, including motivation, ability to maintain appropriate relationships with children, emotional resilience to challenging behaviour and attitudes to the use of authority and maintenance of discipline