



JOB DESCRIPTION

Breakfast & After School Club -Play worker

Reporting to: After School Provision Manager

Purpose of Post:

- To assist the After School Provision Manager in providing a caring, secure environment, through individual attention and a series of well planned, resourced and supervised activities that reflect government guidelines.
- To be directed by the After School Provision Manager in assisting the club to operate to its full potential. Be willing to take on observations, assessments and basic administration duties as directed.

Main Duties and Responsibilities:

Activity Planning

1. Through weekly meetings with the After School Provision Manager, forward plan a programme of activities for children aged between 4 and 11
2. Provide safe, creative and appropriate play opportunities for a range of age groups daily;
3. Prepare activities, organise programmes/ themes and arrange equipment to ensure that all activities are inclusive for all children.
4. Ensure at all times that the club has a reasonable supply of material/equipment. Be aware of the club's equipment stores especially when purchasing for and planning activities.
5. Day to day running of the club, in conjunction with other staff. Participation in all aspects, from setting up activities and meal times to clearing away at the end of the session.

Liaison

1. To help develop and maintain good relationships and communication with parents/carers and all relevant parties to facilitate day-to-day caring needs;
2. To encourage parental support through the development of effective working relationships;
3. To consult with the children and involve them in the planning of activities.
4. To share good practice with other play workers as needed.

Supervision and care of children

1. Ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities;
2. To take responsible precautions and measures to ensure the safety of other staff and children at the club and comply with the responsibilities of the Health and Safety At Work Act.
3. Provide a clean and safe environment for the children to play. This may involve physically making sure that the club is kept tidy by means of sweeping or washing up.
4. Ensure that risk assessments are completed prior to commencing activities with children;
5. Ensure that meals are prepared and served in accordance with the Food Standards Agency and to undertake the necessary Food Hygiene Training.
6. Ensure food is balanced and healthy in accordance with recommended dietary requirements;
7. To actively promote and support the safeguarding of children and young people in the workplace, ensuring that all staff and volunteers observe School policies and procedures to keep children safe from harm.

Direct Playwork

1. Support the After School Provision Manager in planning a wide range of creative and enjoyable activities;
2. Consult with the children in order to plan activities;
3. Ensure that play meets the full range of children's individual and group needs;
4. To fully support inclusive practice, and ensure that all children can be involved in the activities offered if they wish;

Other

1. To undertake continuous professional development, including short courses and qualifications relevant to Play work as directed by the School Provision Manager;
2. To promote the aims and objectives of the School;
3. To understand and adhere to School policies, procedures and standards at all times;
4. To ensure the School offers the highest standards of physical and emotional care, health and safety, and food hygiene at all times;
5. To assist with the preparation and maintenance of materials and equipment;
6. Recording accidents in the accident book;
7. Ensure children are collected in strict accordance with the School's Child Collection Policy;
8. To ensure the School offers a high quality, inclusive environment which meets the needs of all children, regardless of culture, religion, and physical or emotional development;
9. To ensure confidentiality within the School at all times;

10. To participate in activities which fall outside of normal working hours as required, e.g. Training, Staff Meetings, fundraising events, etc.
11. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the After School Provision Manager

Playworker - Person Specification:

| Essential | Desirable |
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| <p>Skills, aptitude, knowledge and experience</p> <ul style="list-style-type: none"> • An understanding of the principles of Playwork • A commitment to the provision of high quality childcare • A positive approach to learning and gaining new skills through teamwork and training opportunities • Enthusiasm for consulting with children • Creativity to devise new ideas and engage the children in activities | <ul style="list-style-type: none"> • Previous experience of Playwork with children aged 4-14 in a voluntary or paid capacity • Knowledge of the Early Years Foundation Stage and the Playwork Principles • Interest in the care, learning and development of young children |
| <p>Personal qualities</p> <ul style="list-style-type: none"> • Excellent communication skills, with children, colleagues, advisors and parents/carers. • Patience, punctuality, reliability and trustworthiness • A positive approach to inclusive practice, with children, parents/carers and colleagues • Enthusiasm for working with children and young people | <ul style="list-style-type: none"> • Good organisational and planning skills • Flexibility/ adaptability • Able to work in small teams |
| <p>Qualifications</p> <ul style="list-style-type: none"> • A positive approach to gaining further qualifications, and continuous professional development • Some understanding of the importance of Health & Safety and Food Hygiene in the workplace • Completion of a full and relevant early years and childcare or Playwork qualification at Level 2 (e.g. NVQ Level 2 in Playwork, Level 2 Certificate for the Children and Young People's Workforce), or be working towards completion | <ul style="list-style-type: none"> • Completion of Safeguarding Awareness course (Group 2) • Health & Safety certificate • Paediatric First Aid certificate • Completion of other relevant courses |

This post requires a DBS check as there may be periods of unsupervised access to children. An Enhanced DBS and satisfactory references would be obtained prior to commencement of employment.