

**Job Description:** Extended Care Playworker

**Salary Grade:** GST Support staff C grade

**Responsible to:** Extended Care Manager

### **Key areas**

1. Support the Manager/Supervisor with the overall running of the club, ensuring the safety and well-being of all children that attend.
2. Supervise, lead and assist children in activities and games whilst encouraging good behaviour in accordance with club policies and procedures, taking into account children's individual needs.
3. Abide by and implement all club policies and procedures, the implementation of playwork principles and the EYFS statutory framework and general childcare requirements.
4. Take responsibility, along with other staff, for the health and safety, accident prevention and smooth running of emergency procedures for both children and other members of staff.
5. Ensure understanding and appropriate implementation of all the club's policies and procedures.

### **Duties and responsibilities**

1. Support the Manager/Supervisor in providing a varied environment, where resources can be accessed appropriately by all children and activities differentiated to ensure the needs of all children who attend are met;
2. Liaise with the Manager/Supervisor and where necessary the Designated Safeguarding Lead (DSL) to ensure children are fully safeguarded;
3. Support children to develop independence in all aspects of the club;
4. Have regard to the individual needs of each child who attends the club so they are fully able to participate in the session;
5. Encourage children to self select during snack/tea time, sit at the table with children when required and ensure water is accessible at all times for all ages;
6. Take responsibility with other staff members for following the club's registration and departure procedures;
7. Assist with the setting out and clearing up of club equipment and activities;
8. Monitor equipment to ensure it is safe for use;
9. Maintain a clean environment in relation to health and safety requirements;
10. Support the Play Manager/Supervisor to organise resources for the Club and consider any further resource needs and their effective placement with child input;
11. Build effective relationships with parents;
12. Keep appropriate, accurate and efficient records as requested by the Manager/Supervisor to support children's play and well-being;
13. Keep up to date with changes to welfare requirements, play initiatives and all policies and procedures ensuring understanding and implementation;
14. Show a strong commitment to attend training and ongoing professional development, keeping up to date with recent developments and initiatives relevant to current practice;
15. Undertake any other duties as may be reasonably required by the Manager/Supervisor



***The Good Shepherd Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We ensure that all our employment practices reflect this commitment.***