



## Job Description

**Job Title:** Out of School/Breakfast Club Play Worker

**Grade:** B3

**Responsible to:** Senior Administrator

### **CONTEXT AND BACKGROUND**

The development and expansion of school-based Out of School Clubs is an attempt to meet several important needs of children and their families. The Out of School Club provides for the childcare needs of children and their parents/carers by offering a safe, supervised, and stimulating environment at the end of the school day. It offers a healthy breakfast or tea-time snack and a variety of activities as well as a safe place for children to be. The establishment and maintenance of an out of school club ensures accessible, affordable childcare. The Out of School Club must meet minimum requirements with regard to staffing levels and qualifications and is inspected by Ofsted as part of the overall school inspection.

### **PURPOSE OF JOB**

To provide care to school age children out of normal school hours in a safe environment, engaging with them in appropriate play activities and ensuring that the relevant children are escorted from class and settled. To provide or supervise relevant meals as required.

### **DUTIES**

- Preparing and assisting with the activities for the children on site.
- Being aware of children's problems and reporting to the line manager as agreed
- Managing the children's behaviour and reporting difficulties as appropriate.
- Being aware of and working within planned activities.
- Supervising any relevant meals/snacks as required.

- Preparing and maintaining equipment/resources and assisting children in their use.

Supporting children by:

- Supervising and providing support for children, ensuring their safety and access to activities.
- Attending to the children's personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Establishing good relationships with pupils, acting as a role model and being aware of and responding appropriately to- individual needs.
- Promoting the inclusion and acceptance of all children.
- Encouraging children to interact with others and to engage in activities.

Support the Out of School club by:

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person.
- Being aware of and supporting difference and ensuring all children have equal access to opportunities to learn and develop.
- Contributing to the overall ethos/work/aims of the Out of School Club.
- Appreciating and supporting the role of other professionals.
- Attending relevant meetings as required.
- Participating in training and other learning activities and performance development as required.

## Person Specification

Aspect	Essential	Desirable	How Identified
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• The ambition to work towards qualifications</li> </ul>	<ul style="list-style-type: none"> <li>• At least a Level 2 national vocational qualification (NVQ) or equivalent in playwork</li> <li>• A current first aid certificate</li> </ul>	App Form Interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working with 4-11 year-olds</li> <li>• Working as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinating and planning play opportunities</li> </ul>	App Form References
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• An understanding of good quality child care</li> <li>• The ability to meet children's individual needs</li> <li>• The ability to work as part of a team</li> <li>• The ability to work on own initiative</li> <li>• The ability to communicate at all levels</li> <li>• Awareness of equal opportunities issues</li> <li>• Awareness of health and safety issues</li> <li>• Good organisation skills</li> </ul>	<ul style="list-style-type: none"> <li>• Confidence in using a range of computer programmes, including Microsoft Office and similar software</li> <li>• Knowledge of health and safety practices</li> <li>• Knowledge of safeguarding practices</li> </ul>	App Form Interview References
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to equal opportunities</li> <li>• Ability to use good judgement and common sense</li> <li>• A responsible and caring attitude</li> <li>• The ability to get on well with children and parents/carers</li> <li>• Patience and tolerance</li> <li>• Creativity and flexibility</li> </ul>	<ul style="list-style-type: none"> <li>• A good sense of humour</li> </ul>	Interview
<b>Other</b>	<ul style="list-style-type: none"> <li>• Enhanced Disclosure and Barring Service certificate and barred list check</li> </ul>		