



WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION

Job Title:	Casual Appointment - Holiday Club Playworker
Location:	Across the Trust (based at Oreston Community Academy currently)
Grade:	A2 - £12.26 per hour
Hours:	Casual assignment, School Holidays
Reports to:	The Lighthouse / Holiday Club Manager

Responsible for:

- To assist the Play Leader in providing a caring, secure environment, through individual attention and group activities
- To organise appropriate range of leisure activities for children between the ages of 3 and 11.

Duties and Responsibilities:

Activity Planning

1. To provide a safe, creative and appropriate play opportunities for a range of age groups
2. Planning and preparing activities, organising programmes/ themes and arranging equipment;
3. To ensure that all activities are inclusive for all children to take part in

Liaison

1. To help to develop and maintain good relationships and communications with parents/carers to facilitate day-to-day caring needs;
2. Communicate clearly about any matters relating to the running of the club and the wellbeing of the children, including resources and equipment, health and safety, and safeguarding issues;
3. To consult with the children and involve them in the planning of activities.
4. To share good practice with other playworkers 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. Ensure that risk assessments are completed prior to commencing activities with children;
3. Ensure that food preparation and handling within the Setting is carried out within the guidelines of the Food Safety Act 1990;
4. Where food is provided, to ensure that it is balanced and healthy in accordance with recommended dietary requirements;
5. To actively promote and support the safeguarding of children and young people in the workplace, ensuring that all staff and volunteers observe Setting policies and procedures to keep children safe from harm.

Direct Playwork

1. Support 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 Playwork;
2. To promote the aims and objectives of the Setting;
3. To understand and adhere to Setting policies, procedures and standards at all times;
4. To ensure the Setting 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 on the accident form within Teams;
7. Ensure children are collected in strict accordance with the Setting's Child Collection Policy;
8. To ensure the Setting 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 Setting 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 Lighthouse Club Manager.

Signed: Headteacher

Date:

Signed: Play Worker

Date:

PERSON SPECIFICATION

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
Qualifications:			
A positive approach to gaining further qualifications, and continuous professional development.	E		X
Some understanding of the importance of Health & Safety and Food Hygiene in the workplace	E		X
Completion of Safeguarding Awareness course (Group 2)	D		X
Health & Safety certificate	D	X	
Paediatric First Aid certificate	D	X	
Completion of other relevant courses	D	X	
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	D	X	
Experience:			
An understanding of the principles of Playwork	E		X
A commitment to the provision of high quality childcare	E		X
A positive approach to learning and gaining new skills through teamwork and training opportunities	E		X
Enthusiasm for consulting with children	E		X
Creativity to devise new ideas and engage the children in activities	E		X
Previous experience of Playwork with children aged 4-14 in a voluntary or paid capacity	D	X	
Knowledge of the Early Years Foundation Stage and the Playwork Principles	D	X	

Interest in the care, learning and development of young children	D		X
Knowledge, Skills and Abilities:			
Excellent communication skills, with children, colleagues, advisors and parents/carers	E		X
Patience, punctuality, reliability and trustworthiness	E		X
A positive approach to inclusive practice, with children, parents/carers and colleagues	E		X
Enthusiasm for working with children and young people	E		X
Good organisational and planning skills	D		X
Flexibility/ adaptability	D		X
Able to work in small teams	D		X