

Job Description

Job Title	Play Worker (Wraparound Provision)
Reports to	SLT
Line Management of	n/a
Salary / Grade	Pathway 3
Working Hours/Pattern	15 hours per week, Monday – Friday 3:00pm – 6:00pm
Date Last Evaluated	November 2024
Core Purpose	The core focus of this role is to support the school with the provision of extended care providing support during an after-school club. The post holder will supervise children and organize activities, using the Outdoor Play and Learning (OPAL) resources and approach, and will have an important role in working directly with our children to deliver a programme of activities that is appropriate to the age and needs for the children in their care.

Key Responsibilities
<ul style="list-style-type: none"> • Maintain a register of children • Prepare & provide healthy snacks/refreshments to the children following food hygiene practices, and clean up afterwards • Prepare and set up room as required • Administer basic first aid as required ensuring recording as required • Undertake the personal care of children as required, including dressing and dealing with sickness • Ensure the children and young persons are supervised at all times • Close liaison with parents, colleagues, pupils • Encourage parental involvement and support • Communicate with school staff as appropriate • Assist in the purchase of resources • Work with the site manager, SLT and the play team members to ensure the space is always safe and secure for the children and young persons • Ensures play equipment and materials are properly used, maintained and stored and report any damages • Maintain accurate records as required, to include completion of accident book, register of child's attendance and behaviour. • Plan and provide a variety of safe, creative and appropriate play opportunities • Ensure all children have access to exciting play opportunities every day, through OPAL resources and OPAL Play work Essentials. • Facilitate play opportunities and act as an ambassador for play. • Assess play areas for risks daily and communicating /implementing any changes required. • Assist with putting out and packing away of play equipment/kit. • Assist children eating and encouraging good eating and social skills. • Clear and clean after school snack (eg spillages, assisting with waste food, trays and cutlery).

- Contribute ideas and suggestions to improve the team practices and performance.
- Promote and safeguard the safety and welfare of children in accordance with school child protection and behaviour management policies.
- Support and uphold the school's values system, our four school rules and reward pupils with verbal praise for positive attitudes and behaviours.
- Attend periodic team meetings and/or training for professional development.
- Assist with training new team members.
- Resolve day to day issues of a practical or routine nature amongst the children, referring issues of an operational or organizational nature to the play coordinator or SLT.

General Responsibilities

- Provide a courteous and efficient service at all times.
- Using their influence with other staff and students to promote high standards of behaviour and order within the Trust.
- Take on any additional responsibilities which might from time to time be reasonably determined.
- Create and maintain positive and supportive relationships with staff, parents, business, community and other partners including the Board.
- Demonstrate a positive commitment to equality and diversity.
- Engage with appropriate training opportunities to promote professional effectiveness in this role.
- Promote a flexible approach to meet the changing needs of the Trust.
- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities.

Trust Responsibilities

In addition to the specific responsibilities of this post, every member of staff at the Trust will commit to:

- Providing a courteous and efficient service at all times
- Using their influence with other staff and students to promote high standards of behaviour and order within the Trust
- Working to maintain the Trust at the forefront of educational practice
- Fostering and sustaining a culture of leadership and creativity within all aspects of the Trust's operation
- Promote the safeguarding of all learners.

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.

Note: Every job description in the organisation will be subject to a review either:

- **On an annual basis at the time of the annual appraisal meeting, or**
- **As a result of a change in strategic direction, or**
- **As a result of a team/operational requirements, or**

It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.

Person Specification

Attribute	Essential or Desirable	Assessment
Qualifications		
Literacy skills for accurate record keeping	E	A/I
Food Hygiene certificate	D	A
Child care qualification	D	A
Current first aid certificate	E	A
Knowledge and Understanding		
An understanding of and commitment to the provision of good quality childcare	E	A/I
An understanding of food hygiene rules	E	A/I
Health & safety knowledge, including lifting and handling and fire prevention	E	A/I
A sound understanding of safeguarding procedures	E	A/I
Knowledge of healthy eating	E	A/I
Skills and Abilities		
Ability to plan and deliver safe activities relevant to the age of the children	E	A/I/T
Ability to work on own initiative and use common sense	E	A/I
Ability to communicate effectively with parents and colleagues, verbally and in writing	E	A/I
Ability to maintain confidentiality	E	A/I
Ability to work effectively in a team	E	A/I
Committed to continuing professional development	E	A/I
Emotional resilience	E	A/I
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	A/I
Behaviour management skills	D	A/I
Basic IT Skills	D	A/I
The ability to converse at ease with customers and provide advice in accurate spoken English	E	A/I
Experience		
Experience of working with children in a play work or educational setting	E	A/I
Personal Commitment		
Demonstrate and adhere to TDET and Academy's Core Values	E	A/I
Commitment to equality and diversity in the workplace	E	A/I
Adhere to GDPR guidelines and the Academy's internal procedures	E	A/I
Adhere to the Academy's Safeguarding and Prevent Policy and procedures	E	A/I
Adhere to TDET's Health and Safety policy and procedures	E	A/I

Assessment methods

A – Application I – Interview T – Task/Activity L – Lesson Observation R – References