

## Role Profile & Person Specification

Job Title:	Extended Schools Playworker
Responsible to:	Principal and Extended Schools Manager
Grade:	Scale C, Point 3 - 4
Terms and Conditions:	Hours of Work 3pm-6pm Hours per week Monday to Friday 15 hours per week

### Purpose of the Post

Under the direction of the Extended Schools Manager to create a child-centred environment, providing care for children before and after school. Ensuring that daily records and registers are accurately maintained.

### Duties

- To work as part of the team to create and maintain a purposeful, orderly and supportive environment for extended school activities; providing supported play for children attending the Breakfast and/or the After School Club.
- To attend to the personal and social needs of children and any other special requirements depending on the nature of a child's special needs. To provide First Aid Assistance when required (training will be provided).
- Promote inclusion and acceptance of child while encouraging constructive relationships with children and with their parents.
- Promote good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage children to take responsibility for their behaviour.
- Participate in the rota of food preparation, catering for the children's individual meal requirements.

### Safeguarding

- Respecting confidential issues linked to home/students/teachers/college work and to keep confidence as appropriate.
- To keep up to date with the School procedures for safeguarding and child protection, reporting any concerns to senior designated person.

### Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Cooperate with the employer on all issues to do with Health, Safety & Welfare

### Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with developments related to school efficiency, which may lead to improvements in the day-to-day running of the school
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available

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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this role profile.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This role profile is current at the date shown, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.

### Person Specification

This section describes the qualifications, experience, skills and knowledge which are essential to do the job to a fully competent level

Area	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Level 3 qualification in childcare of similar</li> </ul>	<ul style="list-style-type: none"> <li>Good general level of education including Maths and English to NVQ 3 level</li> <li>Emergency First Aid at Work or Paediatric First Aid Certificate desirable, but not essential as training will be provided.</li> <li>Food Hygiene Certificate</li> </ul>
<b>Experience</b>		<ul style="list-style-type: none"> <li>At least 1 years' experience in a similar role</li> </ul>
<b>Skills/Knowledge</b>	<ul style="list-style-type: none"> <li>Child-centred and enjoy working with children</li> <li>A team player who is willing to go the extra mile</li> <li>Able to form good relationships and communicate well with parents and carers</li> <li>Skilled in defusing low level behaviours</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Able to maintain daily records and registers accurately</li> </ul>	
<b>Additional Information</b>	<ul style="list-style-type: none"> <li>• The ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential</li> </ul>	