**Job Description: Playworker**

Reporting to: Breakfast and Afterschool Club Manager

**Main purpose and duties**

The Playworker will:

* Support with planning, day-to-day organisation, and operation of the club
* Provide high quality play opportunities and care for children in an inclusive environment, and in accordance with the school’s ethos and procedures.
* Promote pupils’ independence, self-esteem, and social inclusion
* To assist with the provision of care and creative play opportunities in consultation with children, and in accordance with Playwork Principles and relevant childcare legislation.
* To assist the playleader in ensuring that children’s individual needs are recognised and engaging them in establishing and maintaining boundaries for their behaviour.
* To assist with the handover/collection of children to/from other areas of the school, where applicable, and ensure their safe handover to parents/carers at the end of the day.
* To support the playleader in ensuring that the club is a safe environment for all, that equipment is well-maintained, standards of hygiene are high, safety procedures are implemented and risk assessments, fire drills/evacuation procedures are carried out effectively. This also applies to trips and other off-site activities.
* To prepare food and drink that promotes healthy eating and complies with current school food guidelines and food safety legislation.
* To assist with day-to-day administration and record keeping.
* To work as part of the whole school team, liaise with relevant staff, and contribute to the promotion of the club.
* To administer first aid and medication as appropriate.
* To participate in playwork and other relevant training and development activities, including local networking opportunities for out-of-school childcare providers.
* To maintain constructive relationships and communicate with parents/carers, other professionals, and childcare/play-related agencies including the county council’s Community Childcare and Play staff.
* To work within agreed policies and procedures, and undertake other duties, appropriate to the grade, as may reasonably be required by the playleader or headteacher.

**Health and safety**

* Promote the safety and wellbeing of pupils, and help to safeguard pupils’ well-being by following the requirements of Keeping Children Safe in Education and our school’s child protection policy
* Follow our school policy for ‘supporting pupils with medical conditions’ so that they have access to the same opportunities as others
* Look after children who are upset or have had accidents

**Professional development**

* Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice
* Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
* Take part in the school’s appraisal procedures
* Attend meetings and training

**Personal and professional conduct**

* Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
* Have proper and professional regard for the ethos, policies, and practices of the school, and maintain high standards of attendance and punctuality
* Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
* Respect individual differences and cultural diversity

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Oxfordshire Schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All cases are considered confidentially and according to the nature of the role and information disclosed.

**Person specification**

| CRITERIA | QUALITIES |
| --- | --- |
| **Qualifications  and experience** | **Desirable**   * Level 2 or above in Play work or Childcare * Current appropriate first aid certificate * Food safety/hygiene qualification at Level 2 or above   **Essential**   * Experience of working with children * Experience of working as part of a team |
| **Skills and knowledge** | **Desirable**   * Experience of managing challenging behaviour in work with children   **Essential**   * Ability to use initiative, within framework of policies and procedures * A commitment to high quality inclusive childcare and play * Good organisational skills * Ability to build effective working relationships with pupils and adults * Skills and expertise in understanding the needs of all pupils * Knowledge of how to help adapt and deliver support to meet individual needs * The ability to remain calm in stressful situations * Knowledge of guidance and requirements around safeguarding children |
| **Personal qualities** | **Essential**   * Enjoyment of working with children * Sensitivity and understanding, to help build good relationships with pupils * A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school * Commitment to always maintaining confidentiality * Commitment to safeguarding pupil’s wellbeing and equality |

# Notes:

This job description may be amended at any time in consultation with the postholder.