



## Wellspring Academy Trust

### Scartho Infants' and Nursery

#### Job Description

**Post Title: Senior Playworker**

**Reporting to: Headteacher**

**Salary: NJC6**

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#### 1. PURPOSE OF JOB

- ❖ To provide a high standard of physical, emotional, social and intellectual care for children placed in the Out of School Club.
- ❖ To give practical support to other personnel within the Out of School Club.
- ❖ To implement the daily routine for children attending the Out of School Club.

#### 2. MAIN RESPONSIBILITIES

- ❖ Implement a programme of activities suitable to the age range of children attending the Out of School Club, in conjunction with other staff.
- ❖ Specific Child Care Tasks:
  - To ensure that mealtimes are a time of pleasant social sharing.
  - To attend to the personal hygiene needs of children as required.
  - Provide comfort and warmth to a child who is unwell.
- ❖ To develop your role within the team, support all staff and seek to contribute to a good staff team ethic.
- ❖ To escort children from classrooms to the out of school club as necessary.
- ❖ Liase with and assist parents and other family members, especially parents of special needs children, to give full integration in the Out of School Club.
- ❖ To adopt a flexible approach to working hours activities.
- ❖ To attend training, staff meetings and fundraising events etc.

- ❖ To respect the need for confidentiality and ensure that it is maintained at all times.
- ❖ An understanding of the high profile of the Out of School Club and to uphold its standards at all times.
- ❖ Knowledge of child protection issues and report any concerns to the Headteacher

### 3. **SUPERVISION / MANAGEMENT OF PEOPLE**

- ❖ Assists in the development of staff including coaching and induction
- ❖ Supervises up to 5 staff

### 4. **CREATIVITY AND INNOVATION**

- ❖ Contributes to the development of play programmes to meet the needs of groups or individual children within the recognised policies and procedures of the establishment.
- ❖ To contribute to and support the provision of a high quality environment to meet the needs of individual children from differing backgrounds and stages of development.

### 5. **CONTACTS AND RELATIONSHIPS**

#### **Internal**

Headteacher/Chairperson, Playworkers, School Staff and Children for guidance on day to day procedures and provide guidance and advice to colleagues.

#### **External**

Parents and Carers, general public, visitors, Ofsted and Social Services for exchange of information.

### 6. **DECISIONS**

#### a) **Discretion –**

The programme for children will be determined in conjunction with the Headteacher. The postholder will need to react appropriately to the emotional and physical condition of the children and implement minor adjustments to the programme to ensure the health and well being of the children at all times. Examples include behavioural problems, health and safety issues and preparation of appropriate resources. Advice and support will be available within the setting to resolve more complex issues.

#### b) **Consequences –**

The development of individual children may be affected negatively or positively by the actions of the postholder. The consequences of any decisions made would be short term and easily rectified. Positive action could result in the improved development of a child.

## 7. **RESOURCES**

Shared responsibility for hygiene materials and play equipment.

To be responsible for handling cash up to £250

## 8. **WORK ENVIRONMENT**

**a) Demand** – The Out of School Club will not normally be subject to interruptions within the working day. However, there may be occasions when interruptions are necessary, but these should not adversely affect the general daily routine.

**b) Physical Demands** – The post holder will be working with children aged 3 – 11 and using small/large furniture/equipment on a regular basis. Some lifting, either of young children or equipment will be required.

**c) Working Conditions** – The postholder works within a play environment, with daily periods of outdoor activities and trips during school holidays.

**d) Work Context** – The post is based on a school site and poses minimal risk to the personal safety of the post holder. However there may be occasional risk due to irate parents and children with challenging behaviour.

## 9. KNOWLEDGE AND SKILLS

- ❖ Level 3 Play-work Qualification or equivalent experience
- ❖ Experience of working with children.
- ❖ Good knowledge of child development
- ❖ Good communication skills (both with adults and children).
- ❖ Ability to work as part of a team and on own initiative.
- ❖ Good organisational skills.
- ❖ Level 1 Child Protection Training.

## 10. GENERAL

- a) **Job Evaluation** – This job description has been set out in such a way as to allow for job evaluation using the GLEA Scheme as adopted by the North East Lincolnshire Council.
- b) **Other Duties** – The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties from time to time. Any such duties should not, however, substantially change the general character of the post.
- c) **Equal Opportunities** – The post holder must carry out his/her duties with full regard to the Council's Equal Opportunities Policy.
- d) **Health and Safety** – The post holder must carry out his/her duties with full regard to the Department's Health and Safety procedures.

<b>DIRECTORATE</b>	<b>Children's services</b>	<b>JE REF SJE 0121</b>
<b>SERVICE AREA</b>	<b>Schools</b>	
<b>SECTION/TEAM</b>	<b>Generic</b>	<b>TOTAL SCORE 358</b>
<b>JOB TITLE</b>	<b>Senior Playworker</b>	

<b>FACTORS</b>	<b>Level</b>	<b>RATIONALE</b>
<b>Supervision and Management of People</b>	2	No of staff:                      Dispersal: Shared supervisory responsibility for up to 5 staff
<b>Creativity &amp; Innovation</b>	3	Working within recognised procedures with regular opportunity for creativity and problem solving.
<b>Contacts &amp; Relationships</b>	2	Contact on well established matters but may include situations of rudeness and abuse.
<b>Decisions:</b> Discretion	2	Clearly defined procedures involving decisions chosen from a range of options
Consequences	2	Material effect on pupils' wellbeing
<b>Resources</b>	2	Cash collection up to the value of £250
<b>Work Environment</b> Work Demands	1	Programmed tasks
Physical Demands	2	Lifting of small children and equipment
Working Conditions	2	Indoor and outdoor activity
Work Context	2	Pupil and parent contact
<b>Knowledge &amp; Skills</b>	3	More involved tasks supported by a level 3 playwork qualification.

<b>EVALUATION DATE</b>	23/03/07
<b>EVALUATORS</b>	Peter Thomas Gill Beacroft Carole Hale Julie Radcliffe
<b>EVALUATORS SIGNITURES</b>	





Wellspring Academy Trust

Person Specification- Senior Playworker (Wrap Around Provision)

		Essential / Desirable	How Identified How Identified (Application Form/Interview /Task)
Section	Information		
<b>Education and Training</b>			
	<ul style="list-style-type: none"> <li>● Knowledge of child development</li> </ul>	E	A/I
	<ul style="list-style-type: none"> <li>● Ability to work as part of a team</li> </ul>	E	A/I
	<ul style="list-style-type: none"> <li>● Effective organisational skills</li> </ul>	E	A/I
	<ul style="list-style-type: none"> <li>● Effective communication skills(with both children and adults)</li> </ul>	E	A/I
	<ul style="list-style-type: none"> <li>● Ability to work in partnership with parents/carers</li> </ul>	D	A/I
	<ul style="list-style-type: none"> <li>● Understanding of Equal Opportunities</li> </ul>	D	A/I
	<ul style="list-style-type: none"> <li>● Understanding of Child Protection</li> </ul>	D	A/I
<b>Experience</b>			
	<ul style="list-style-type: none"> <li>● Experience of working with young children</li> </ul>	E	A/I/T
	<ul style="list-style-type: none"> <li>● Experience of working in an out of school club.</li> </ul>	E	A/I/T
	<ul style="list-style-type: none"> <li>● Experience of working in different types of childcare settings</li> </ul>	D	A/I/T
<b>General and Specialist Knowledge</b>			
	<ul style="list-style-type: none"> <li>● Level 2 Qualification in Playwork</li> </ul>	E	A/I
	<ul style="list-style-type: none"> <li>● Willingness to undertake continuous professional Development</li> </ul>	E	A/I
	<ul style="list-style-type: none"> <li>● Recent First Aid Certificate</li> </ul>	D	A/I
	<ul style="list-style-type: none"> <li>● Basic Food Hygiene Certificate</li> </ul>	D	A/I
	<ul style="list-style-type: none"> <li>● Child protection</li> </ul>	D	A/I
	A commitment to safeguarding and promoting welfare for all	E	A/I