

JOB DESCRIPTION

Job Title	Breakfast / After-school Club Playworker	Department	Wantage CE Primary School
Reports To:	Manager of Breakfast and After School Club	Grade	Grade 4
Responsible For:		Job Type:	Casual
Hours	Post involves work outside the normal school day	Weeks per year	Term time only

MAIN PURPOSE AND SCOPE OF THE JOB

To assist with the planning, day-to-day organisation and operation of the club, providing high quality play opportunities and care for children in an inclusive environment, and in accordance with the school's ethos and procedures.

This post holder is responsible for ensuring that all county Safeguarding Children policies are adhered to and concerns are raised in accordance with these policies.

DUTIES AND KEY RESPONSIBILITIES

Key Tasks:

1. To assist with the provision of care and creative play opportunities in consultation with children, and in accordance with relevant childcare legislation.
2. To deputise for the playleader when required.
3. To assist the playleader in ensuring that children's individual needs are recognised, and engaging them in establishing and maintaining boundaries for their behaviour.
4. 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.
5. 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.
6. To prepare food and drink that promotes healthy eating, and complies with current school food guidelines and food safety legislation.

7. To assist with day to day administration and record keeping.
8. To work as part of the whole school team, liaise with relevant staff, and contribute to the promotion of the club.
9. To administer first aid and medication as appropriate.
10. To participate in playwork and other relevant training and development activities, including local networking opportunities for out-of-school childcare providers.
11. 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.
12. 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.

RESOURCES

- Keep up-to-date with current educational developments and legislative requirements of the settings provision.

GENERAL RESPONSIBILITIES

- Being aware of and complying with policies and procedures relating to child protection, Health & Safety and security, confidentiality and data protection, reporting all concerns to the Headteacher.
- Ensuring compliance with the Trust's Equal Opportunities and Equalities Policies and taking an active role in promoting equality and diversity.
- Promoting the Trust's policies on behaviour for learning, and demonstrating a commitment to providing a caring and stimulating environment and improving standards for all pupils within Trust.
- Undertaking such other duties as reasonably correspond to the general character of the post
- Whilst every effort had 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 a manager to undertake work of a similar level that is not specified in this job description.

This job description is illustrative and may be amended in discussion between the post holder and their manager.

The Vale Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

PERSON SPECIFICATION & SELECTION CRITERIA

Please indicate whether the criteria are essential, they “must have”. Or desirable, a “nice to have” or can develop the skills.

Specification (Job Related)	Essential	Desirable
Education, Qualifications and Professional Development	<ul style="list-style-type: none"> • Good standard of basic spoken and written English • A commitment to obtain a Level 2 qualification in Playwork (defined as full and relevant by the Teaching Agency to work in an early years setting) 	<ul style="list-style-type: none"> • Level 2 qualification (or above) in childcare / early years /play work • First Aid Certificate [or evidence of commitment to achieve this within 3 months of recruitment]

		<ul style="list-style-type: none"> • Food Safety / Hygiene Qualification at Level 2 or above [or evidence of commitment to achieve this within 3 months of recruitment] • Generalist Safeguarding Training (as defined by OSCB) within the last 3 years [or evidence of commitment to achieve this within 3 months of recruitment]
KNOWLEDGE	<ul style="list-style-type: none"> • Good standard of basic spoken and written English • Ability to communicate clearly and effectively with children and adults • Ability to use initiative within framework of policies and procedures • A commitment to high quality inclusive childcare and play 	<ul style="list-style-type: none"> • Ability to put knowledge of the Early Years Foundation Stage and Ofsted Childcare Register requirements into practice in the club
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working with children in a paid or unpaid capacity • Experience working as part of a team 	<ul style="list-style-type: none"> • Experience of managing challenging behaviour in work with children
SKILLS	<ul style="list-style-type: none"> • A positive approach to learning and gaining new skills through teamwork and training opportunities • Ability to maintain confidentiality • Have good interpersonal skills, with ability to relate well to children and young people 	

	<ul style="list-style-type: none"> Act as an excellent role model at all times 	
Special Requirements:	<ul style="list-style-type: none"> Ability to occasionally attend meetings/events outside normal hours of work for this post. Ability to move equipment/small items of furniture when setting-up/clearing play area. 	
Equal Opportunities:	<ul style="list-style-type: none"> Commitment to working in an anti-discriminatory manner with an outlook of equality of opportunity for all 	