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**Sherford Vale**

**JOB DESCRIPTION**

**Job Title:** Playleader (After-school Club)

**Location:** Sherford Vale School

**Grade**: Grade C

**Hours:** 8.25hrs per week (3.15-6.00pm 3 evening per week. Term time only)

**Reports to:** Headteacher

**Job Purpose including main duties and responsibilities:**

To assist the Playworker in providing a caring, secure environment, through individual attention and group activities, and to organise an appropriate range of leisure activities for children between the ages of 2 and 11.

**Activity Planning**

* To provide a safe, creative and appropriate play opportunities for a range of age groups
* Preparing activities, organising programmes/ themes and arranging equipment;
* To ensure that all activities are inclusive for all children to take part in.

**Liaison**

* To help to develop and maintain good relationships and communications with parents/carers to facilitate day-to-day caring needs;
* To encourage parental involvement and support through the development of effective working relationships;
* To consult with the children and involve them in the planning of activities;
* To share good practice with other Playworkers as needed.

**Supervision and care of children**

* Ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities;
* Ensure that risk assessments are completed prior to commencing activities with children;
* Ensure that food preparation and handling within the Setting is carried out within the guidelines of the Food Safety Act;
* Where food is provided, to ensure that it is balanced and healthy in accordance with recommended dietary requirements.

**Direct Playwork**

* Support the Playworking in planning a wide range of creative, stimulating, appropriate and fun activities;
* Consult with the children in order to plan activities they are interested in;
* Ensure that play meets the full range of children's individual and group needs;
* To fully support inclusive practice, and ensure that all children can be involved in the activities offered if they wish.

**Other**

* To undertake continuous professional development, including short courses and qualifications relevant to playwork;
* To promote the aims and objectives of the Setting;
* To understand and adhere to Setting policies, procedures and standards at all times;
* To ensure the Setting offers the highest standards of physical and emotional care, health and safety, and food hygiene at all times;
* To assist with the preparation and maintenance of materials and equipment;
* Recording accidents in the accident book;
* Ensure children are collected in strict accordance with the Setting’s Child Collection Policy;
* To ensure the Setting offers a high quality, inclusive environment which meets the needs of all children, regardless of culture, religion, and physical or emotional development;
* To ensure confidentially within the Setting at all times;
* To participate in activities which fall outside normal working hours as required, e.g. Training, Staff Meetings, fundraising events, etc.

To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time.**Person specification:**

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| **Attribute** | **Essential** | Desirable | **Method of Assessment** |
| Management | * N/A | * Knowledge of the National Standards for the regulation of Out of School provision * Ability to deputise in Manager’s absence | Interview |
| Experience | * An understanding of the basic principles of playwork | * Knowledge and understanding of the Play Values and Principals * Previous experience of playwork with children aged 2-11 in a voluntary or paid capacity | Interview  Work Trial  Application form |
| Practical Skills | * Creativity to devise new ideas and engage the children in activities * Ability to engage with children, and promote confidence and participation | * Good organisational and planning skills | Work Trial  Interview |
| Communication | * Ability to communicate effectively with children, parents, carers, advisory workers and colleagues | * Communicating with Management, (committee, board of governors) | Interview |
| Personal Qualities | * A commitment to the provision of high quality childcare * Enthusiasm for consulting with children * Excellent communication skills, with children, colleagues, advisors and parents/carers. * Patience, punctuality, reliability and trustworthiness * Enthusiasm for working with children and young people * A positive approach to gaining further qualifications, and continuous professional development * A positive approach to learning and gaining new skills through teamwork and training opportunities | * Interest in the care, learning and development of children and young people * Flexibility/ adaptability * Able to work in small teams * Vigilance to ensure safety and security of children and staff at all times | Application form  Interview |
| Strategic Thinking | * N/A | * N/A |  |
| Technology / IT Skills |  | * Basic IT skills would be beneficial |  |
| Education and Training | * Completion of a recognised, relevant Level 2 qualification, e.g. NVQ 2 in Playwork – or be working towards completion * Some understanding of the importance of Health & Safety and Food Hygiene in the workplace * Emergency First Aid * Safeguarding – minimum L2 training | * Completion of a recognised Level 3 Playwork qualification, or be working towards completion * Health & Safety certificate * Paediatric First Aid certificate * Completion of other relevant courses * Safeguarding L3 | Application form  Interview |
| Equal Opportunities | * A positive approach to inclusive practice, with children, parents/carers and colleagues | * Inclusion or equal opportunities & diversity training completed | Application form  Interview |