

## Job Description and Personal Specification

<b>Post Title</b>	Playworker (OOSC)	<b>Grade / Scale</b>	4 (point 5-6)
<b>Responsible to</b>	Day to day: Childcare Lead / School Business Manager Overall: Headteacher		
<b>Overall Purpose</b>	To work under the guidance of the Childcare Lead to provide a safe, caring and stimulating play environment for children outside of normal school hours		
<b>Main Duties</b>			
<p>Play environment:</p> <ul style="list-style-type: none"> <li>• Ensure a clean and safe environment</li> <li>• Make effective use of opportunities to provide play activities to support the development of children's skills and experiences</li> <li>• Help pupils to access learning activities through play</li> <li>• Help maintain equipment and resources</li> <li>• Monitor and evaluate children's responses to activities through observation, evaluating and adjusting activities as appropriate to meet the needs of the children</li> </ul> <p>Support of children:</p> <ul style="list-style-type: none"> <li>• Deliver and collect children safely to and from the club base</li> <li>• Undertake games and activities with the children</li> <li>• Establish productive working relationships with children, acting as a role model and setting high expectations for behaviour</li> <li>• Promote the inclusion and acceptance of all children</li> <li>• Support children consistency whilst recognising and responding to their individual needs</li> <li>• Encourage children to interact and play cooperatively with others and engage all children in activities</li> <li>• Promote independence and employ strategies to recognise and reward achievement and self reliance</li> <li>• Deal with basic first aid and other health and hygiene requirements of children</li> <li>• Promote positive values, attitudes and good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage children to take responsibility for their own behaviour</li> <li>• Work closely as part of the wider school team to promote and ensure positive and productive behaviour management</li> </ul> <p>Support for management:</p> <ul style="list-style-type: none"> <li>• Work with management to establish an appropriate play environment</li> <li>• Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence</li> <li>• Work with the Manager in planning, evaluating and adjusting play activities as appropriate</li> <li>• Monitor and evaluate children's responses to activities through observation</li> <li>• Provide objective and accurate feedback as required to management on children's involvement and behaviour in the club</li> <li>• Be responsible for keeping and updating records as agreed with management, contributing to reviews of systems / records as requested</li> <li>• Liaise sensitively and effectively with parents/carers as agreed with management within your role / responsibility and participate in feedback sessions / meetings with parents as directed</li> <li>• Provide general clerical / admin support if required</li> </ul>			

Support for the school:

- Be aware of and comply with policies / procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to play, learn and develop
- Contribute to the overall ethos / work / aims of the school
- Establish constructive relationships and communicate with other agencies / professionals in liaison with management
- Attend and participate in regular meetings to ensure the smooth running of the club
- Work cooperatively and in partnership with staff across the school
- Recognise own strengths and areas of expertise and use these to advise and support others
- Supervise children on our of school activities as required
- Engage actively in Performance Management and Continuing Professional Development to ensure professional skills are kept up to date and developed

The Job Description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. Whilst every effort has been made to detail the main duties and responsibilities of the post, each individual task and duty to be undertaken has not been identified. Employees will be expected to comply with and reasonable request from management to undertake work of a similar level that is not specified within this Job Description.

**Personal Specification** (assessed through application and interview)

Area	Essential	Desirable
Qualifications and Training		<ul style="list-style-type: none"> <li>• Playworker / Childcare Level 3 Qualification</li> <li>• Relevant training courses specifically relating to job outline</li> <li>• Valid First Aid certificate</li> </ul>
Knowledge and Experience	<ul style="list-style-type: none"> <li>• Experience working in an Out of School Club or similar childcare setting</li> <li>• Experience implementing play programmes</li> <li>• An understanding of the principles of inclusive and creative play</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with children age 3-11 years</li> <li>• Knowledge of child protection and safeguarding principles</li> </ul>
Skills and Abilities	<ul style="list-style-type: none"> <li>• Able to maintain appropriate professional relationships with parents</li> <li>• Positive communication skills with young children</li> <li>• Ability to evaluate and reflect on your performance and practice</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to undertake training in line with continued professional development</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Willingness to take advice and act upon it</li> <li>• Willingness to to be flexible</li> <li>• Awareness of the need for appropriate work / life balance</li> <li>• Positive approach to work</li> </ul>	<ul style="list-style-type: none"> <li>• Sense of humour</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Teamplayer</li></ul> |  |
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