# Job details

**Job role:** Playworker

**Responsible to:** Headteacher

**Responsible for:** No line management responsibilities

# Main purpose

* To contribute a high standard of physical, emotional, social and intellectual care for children placed in the Setting.
* To work as an effective member of the Playwork team providing a centre of excellence for disabled children aged 4 -11 years. To deliver flexible, high-quality play activities within a safe and stimulating environment that meets the needs of the children and their families to achieve positive and agreed outcomes.

**Duties and responsibilities:**

Activity Planning

* To lead or support safe, creative and appropriate play opportunities for a range of age groups
* To attend planning sessions with the team to ensure a planned approach to sessions, including allocation of resources and liaison with parents/carers about themes as necessary.
* To ensure that all activities are inclusive for all children to take part in.

Liaison

* To develop and maintain good relationships and communications with parents/carers to facilitate meeting the needs of each child;
* To encourage parental involvement and support through the development of effective working relationships;
* To ensure that you communicate clearly about any matters relating to the running of the club and the wellbeing of the children, including resources and equipment, health and safety, and safeguarding issues;
* To consult with the children and involve them in the planning of activities;
* To encourage a close liaison with schools and other related agencies.
* To share good practice with other playworkers as needed.

Supervision and care of children

* To supervise students/ trainees, visitors and volunteers, delegating any appropriate tasks to other staff;
* Ensure that activities are carried out safely and responsibly in accordance with the National Standards for Out of School provision and other guidance, eg. Health and Safety.
* Where food is provided, to ensure that it is balanced and healthy in accordance with recommended dietary requirements, and that food preparation/ handling is carried out within the guidelines of the Food Safety Act 1990;
* Ensure that risk assessments are completed before commencing activities with children;

Direct Playwork

* Ensure that a wide range of creative and enjoyable activities are offered.
* To coordinate the availability and ascertain the suitability of play resources, including managing an inventory of stock and liaising with local Scrapstore and other resource centres as needed.
* Manage the planning of a wide range of creative and enjoyable activities in conjunction with team members and consultation with the children.
* To fully support inclusive practice and ensure that all children can be involved in the activities offered if they wish.

Health and Safety

* Promote the Safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education and our school's child protection policy
* Look after children who are upset or have had accidents

Professional development

* Help keep their knowledge and understanding relevant and up-to-date by reflecting on their practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
* 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.
* Support all staff and engage in a good staff team;
* To attend ALL out of working hours activities, e.g. training, monthly staff meetings

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 school's ethos, policies, and practices and maintain high attendance and punctuality standards.
* Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
* Respect individual differences and cultural diversity.

# Other areas of responsibility

* To ensure a high-quality environment to meet the needs of individual children from differing cultures and religious backgrounds and stages of development.

# To ensure the provision of good standards of physical and emotional care.

# To ensure good standards of hygiene and cleanliness are maintained at all times.

* To be responsible for the Health and Safety standards appropriate for the needs of the children.
* Recording of any accidents in the accident book.
* Ensure the child is collected by someone known to Academy staff.
* To ensure confidentially of information received.
* To be aware of the high profile of the club and to uphold its standards at all times.
* To undertake such other duties and responsibilities of an equivalent nature as the school may determine from time to time.
* To be familiar with and comply with the academies and the Trust's standards of practice.
* Complete forms and retain relevant information using our systems and procedures to ensure accurate and timely recording and retention of data.
* Undertake tasks in accordance with agreed care and play plans.
* Contribute to reviewing the quality of provision using feedback from children and parents to develop and improve services (this may include undertaking recognised quality assurance schemes).
* Undertake basic administrative tasks as necessary to maintain the provision of the service.

Person Specification

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| **Category** | **Essential** | **Desirable** |
| **QUALIFICATIONS and EXPERIENCE** |  |  |
| * Completion of a recognised Playwork qualification or similar | √ |  |
| * Understanding of the importance of Health & Safety and Food Hygiene in the workplace. | √ |  |
| * First Aid Certificate |  | √ |
| * Health & Safety certificate |  | √ |
| **SKILLS ad KNOWLEDGE** |  |  |
| * Previous experience caring for or working with children aged 4 - 11 in a voluntary or paid capacity. | √ |  |
| * An understanding of the Early Learning Goals. | √ |  |
| * Knowledge of the EYFS for the regulation of Childcare provision. | √ |  |
| * A commitment to the provision of high-quality childcare. | √ |  |
| * A positive approach to learning and gaining new skills through teamwork and training opportunities. | √ |  |
| * Good written and verbal skills for report writing, maintaining child records and providing feedback to parents/carers and colleagues | √ |  |
| **PERSONAL CHARACTERISTICS** |  |  |
| * Good organisational, recording and planning skills | √ |  |
| * Ability to build effective working relationships with pupils and adults | √ |  |
| * Knowledge of how to help adapt and deliver support to meet individual needs | √ |  |
| * Excellent verbal communication skills | √ |  |
| * Good literacy and numeracy skills | √ |  |
| * Active listening skills | √ |  |
| * The ability to remain calm in stressful situations | √ |  |
| * Knowledge of guidance and requirements around safeguarding children | √ |  |
| * Enjoyment of working with children | √ |  |
| * Sensitivity and understanding 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 and the Trust. | √ |  |
| * Commitment to maintaining confidentiality at all times | √ |  |
| * Commitment to safeguarding pupil's wellbeing and equality | √ |  |