

# Job Description

## Kidz Klub Playworker

### Level 2



|                          |   |                   |        |
|--------------------------|---|-------------------|--------|
| <b>Job purpose:</b>      | To deliver high quality childcare provision for children in line with current legislation.                      |                   |        |
| <b>Reporting to:</b>     | Headteacher/senior staff  |                   |        |
| <b>Responsible for</b>   | The delivery of a range of learning activities for children, under the EYFS and Ofsted's Childcare requirements |                   |        |
| <b>Liaising with:</b>    | Children, parents/carers other members of staff   |                   |        |
| <b>Grade of post:</b>    | G3  | <b>Gauge ref:</b> | A23513 |
| <b>Disclosure level:</b> | Enhanced  |                   |        |

| <b>Job Outline</b>   |
|--|
| <ul style="list-style-type: none"> <li>• To provide care and supervision of children at all times, responding to their individual/special needs and ensuring safety and access to out of school hours learning play/activities and safeguarding their health and well being.</li> <li>• Under the direction of the Kidz Klub Co-ordinator to implement curriculum plans to support children's intellectual, physical, social, language and development and to assist with the planning of out of school hours learning activities.</li> <li>• To work with colleagues to establish an appropriate play and/or learning environment.</li> <li>• To provide detailed specialist provision in particular areas for children as required including personal care and respond to hygiene needs if required.</li> <li>• To be responsible for the preparation and maintenance of equipment and materials necessary for the relevant activity</li> <li>• To establish constructive relationships with children, parents/carers, other staff and professionals</li> <li>• To administer First Aid as appropriate</li> <li>• Monitor pupils' responses to learning activities and accurately record achievement/progress as directed</li> <li>• To be responsible for own clerical/admin work needed to promote and monitor children's learning for example, photocopying, basic typing, filing</li> <li>• To promote good behaviour in pupils, dealing promptly with conflict and incidents in line with established policy for out of school hours learning activities</li> <li>• To promote inclusion and acceptance of all children</li> <li>• To undertake training as required</li> </ul> |

| <b>Other Specific Duties</b>   |
|--|
| <p>To carry out the duties in the most effective, efficient and economic manner available.</p> <p>To continue personal development in the relevant area.</p> <p>To participate in the school staff review and development appraisal process.</p> <p><b>Safety Training</b></p> <p>To undertake Health and Safety Training on areas within your area of work.</p> |

## **SIGNATURES / AUTHORISATION**

Job profiles are general, rather than explicitly describing any particular role and staff would not necessarily be expected to carry out all of the activities described. However staff may also be expected to undertake some duties which are not detailed in the job profile.

I/we agree that this job profile is an accurate reflection of the duties, skills and responsibilities of the post.

Signed Governors: \_\_\_\_\_ Date \_\_\_\_\_

Signed Headteacher: \_\_\_\_\_ Date \_\_\_\_\_

Signed Jobholder: \_\_\_\_\_ Date \_\_\_\_\_

Print Name Jobholder: \_\_\_\_\_ NI No: \_\_\_\_\_

School Name: \_\_\_\_\_

DFES \_\_\_\_\_

Please sign and return to your manager

# Person Specification

## Kidz Klub Playworker

### Level 2



#### A. Experience

|  | Essential | Desirable | Source<br>A = Application<br>I = Interview<br>R = References<br>T = Task/Observation<br>P = Presentation |
|--|-----------|-----------|--|
| Experience of working with or caring for children of a relevant age or learning need | E         |           | A, I, R  |

#### B. Training and Qualifications

|  | Essential | Desirable | Source |
|--|-----------|-----------|--------|
| NVQ level 2 in playwork/childcare or equivalent teaching assistant qualification | E         |           | A, I   |
| Willingness to undertake basic first aid   |           | D         | A, I   |
| Basic level of numeracy and literacy   | E         |           | A, I   |
| Commitment to undertake further relevant training                                | E         |           | A, I   |
| Basic Food Hygiene Certificate or willingness to undertake                       |           | D         | A, I   |

#### C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

|   | Essential | Desirable | Source |
|---|-----------|-----------|--------|
| Understanding of current Government legislation relating to early years and childcare | E         |           | A, I   |
| Understanding of child development and learning                                       | E         |           | A, I   |
| Knowledge of child development and learning processes                                 | E         |           | A, I   |
| Understanding of Health and Safety  | E         |           | A, I   |

## D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

|   | Essential | Desirable | Source |
|---|-----------|-----------|--------|
| Ability to work under supervision and as a team member                                  | E         |           | A, I   |
| Ability to build positive relationships with children, young people and their families. | E         |           | A, I   |
| Ability to work in accordance with the schools health and safety policies               | E         |           | A, I   |
| Ability to deal with minor injuries   |           | D         | A, I   |
| Ability to prepare simple snacks and/or meals   | E         |           | A, I   |
| Ability to relate well to children and adults   | E         |           | A, I   |
| Ability to use IT to support learning   | E         |           | A, I   |

## E. Legal Issues

|                                    | Essential | Desirable | Source |
|------------------------------------|-----------|-----------|--------|
| Legally entitled to work in the UK | E         |           | A, I   |