

JOB DESCRIPTION - PLAYWORKER

Job Title:	Playworker
Responsible to:	Play Work Leader
Accountable to:	Management Committee of the Time Out Club

Job Purpose
To work as part of a team delivering a wide range of varied fun and play activities for children aged between 4 and 11 years of age, both before and after school

Main Duties and Responsibilities

- 1) Assist in creating a caring and happy club for children to attend.
- 2) Complete and carry out session plans for the continuous provision of play and other activities appropriate to children's needs.
- 3) Ensure session plans meet EYFS and OFSTED requirements.
- 4) Ensure provision of care during pre and after school sessions meets safeguarding requirements.
- 5) Carry out safe delivery of children to and from the session.
- 6) Provide refreshments which meet the club's healthy eating and other food related policies.
- 7) Plan and participate in play sessions with children encouraging independence, self-esteem and caring behaviour.
- 8) Carry out cleaning activities in line with Hygiene and Food preparation policies.
- 9) Communicate at an appropriate level with children using listening and questioning skills to enhance opportunities for learning.
- 10) Communicate with parents, Management Committee, Lowton West Primary School, and other agencies regarding the running of the Club.

Revised by: M Bruce

Date revised: May 2019

- 11) Comply with Club policies and procedures reporting any non-compliances to the Out of School Club Manager.
- 12) Comply with Risk Assessments to ensure the club meets health safety requirements.
- 13) Administer first aid as required if qualified to do so.
- 14) Administer payments received from parents.
- 15) Undertake appropriate training to enhance skills and keep up to date with latest legislation and guidance.
- 16) To ensure relevant paperwork is completed in a timely manner.
- 17) Assist with updating Time Out Club procedures and associated paperwork.
- 18) Cover for Deputy Manager as required.
- 19) Any other duties as required.

Agreed by Post holder:

Date: