

Job Description

Play Worker

Role purpose

To assist the Play Manager in supervising children attending the After School club in providing appropriate activities. Encouraging cooperation, securing their safety, monitoring well being and ensuring good behaviour.

Commitment to diversity

As a member of the Academy Team, to take individual and collective professional responsibility for championing the Academy's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

Main responsibilities – to involve

- Assist in preparing the Out of School Service facilities and activities to ensure quality standards agreed are met.
- Help organise play and art activities, reading and homework support.
- Establish good relationships with children - interact positively with children, encouraging cooperation and mutual support; monitor children's well-being and readiness for class; provide help and support to children.
- Encourage good behaviour by using praise and reward and taking action with poor behaviour in line with Academy policy.
- Ensure health and safety of children - maintain a register of children attending, control access to other parts of the school, administer any necessary basic first aid, record all injuries in the accident book, ensure children understand action to be taken in case of fire.
- Recognises that the quality of the Out of School Service has an impact on learning and on pupils' attitude to school.
- Takes pride in providing enjoyable activities for pupils.
- Builds up warm and positive relationships with pupils.
- Goes out of their way to be helpful towards pupils.
- Anticipates pupils' needs and makes suggestions to support them.
- Speaks clearly and listens carefully to pupils, using questions to check understanding.
- Is tactful when talking to pupils.
- Attends regular meetings and training.
- Acknowledges all colleagues in a friendly and helpful way.
- Builds effective working relationships with others by being open and honest e.g. admitting when a mistake is made.
- Acknowledges the needs of different people e.g. helps new starters to settle in the club(s).
- Speaks clearly to and listens carefully to colleagues, using questions to check understanding, is tactful when talking to others
- Treat all colleagues in a courteous and helpful manner, challenging racism and discriminating behaviour.
- Attend and participate in relevant meetings as required. Participate in training and other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to the Trust's Equal Opportunities policies and to the standards of customer care.
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

Data protection

- To be aware of the Trust's responsibilities under the General Data Protection Regulation 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
- To maintain client records and archive systems, in accordance with the Trust's procedure, policy and statutory requirements.

Confidentiality

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the Trust's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Equalities

The STEP Academy Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Health and safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management

To contribute as an effective and collaborative member of the Academy Team

- Participating in training to be able to demonstrate competence.
- Undertake first aid training.
- Participating in the ongoing development, implementation and monitoring of the service.
- Championing the professional integrity of the Academy.
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on the Trust's policies and interventions.

Safeguarding Children and Safer Recruitment

Tudor Academy is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

An ENHANCED DBS check is required for this post.

This Job Description is subject to annual review and alterations may be negotiated to reflect the changing needs of the school

Personal Specification

Essential experience /skills	
1	Understanding of relevant policies/codes of practice and awareness of applicable legislation.
2	Experience of working with primary school age children and the ability to motivate and maintain discipline
3	Understanding of health and safety issues that affect the day to day running of a childcare service
4	Commitment to working within an equal opportunities framework
5	Basic understanding of child development and learning
6	Ability to maintain confidentiality at all times.
7	An understanding of the relevant safeguarding measure that should be in place
8	Experience of working as part of a team and the ability to work on own initiative