

**David Livingstone Academy**

**Playworker**

**Role Profile and Person Specification**

**April 2016**

## Role Profile

<b>Job Title:</b>	<b>Playworker</b>
<b>Department:</b>	<b>STEP Academy Trust</b>
<b>Grade Range:</b>	<b>Grade 1c</b>
<b>Hours:</b>	<b>23.75 hrs per week, Term Time Only</b>
<b>Location:</b>	<b>David Livingstone Academy</b>
<b>Reports to:</b>	<b>Club Manager</b>
<b>Role Purpose and Role Dimensions:</b>	To provide support / assistance in the day to day operation of the School Club. Undertaking face to face work with the children in delivering an interesting and safe programme of activities. .
<b>Commitment to Diversity:</b>	As a member of the School Team to take individual and collective professional responsibility for championing the Trust's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.
<b>Key Internal Contacts:</b>	<ul style="list-style-type: none"><li>▪ All staff and pupils</li></ul>

## Principle Accountabilities:

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The main duties and responsibilities of the postholder are indicated below, other duties of an appropriate nature and level will also be required

- Ensuring that the programme of activities delivered is interesting, valuable and appropriate to the children using the facilities by providing a variety of play and learning opportunities and identifying and accommodating changing needs.
- Assisting in the provision of a variety of appropriate play opportunities for children and young people some of whom may require special attention and/or will have come from various racial, cultural and religious backgrounds.
- Maximising the learning value of the activities by planning and evaluating activities.
- Check that play conditions conform to the appropriate health and safety standards and are suitable for the group and activity planned. Contribute to the corporate responsibility for continuously checking that the premises, fences, gates, etc are secure, reporting defects promptly to the After School Club Manager or premises staff.
- In conjunction with the Club Manager, liaise with other play workers to share activities and skills to ensure a range of complementary activities are available across the borough. Support and advise less experienced workers in activities.
- Ensuring the safety and well-being of club users through checking equipment, undertaking first line child protection measures and organising activities appropriate to the users at any given time.
- Ensuring that parents, carers and other visitors are made to feel welcome on visiting the play facility and that they receive appropriate information and advice.
- Contributing to the accountability of the centre through assisting in the maintenance of agreed records including registers, contracts, doctors, accident books, financial transactions etc.
- Lead groups of children in specific sport, games, craft and learning activities. Manage behaviours and adapt the activity to meet the needs of groups or individuals. Preparing for activities.
- Evaluate events and activities and contribute to the development of the service including making recommendations for change and development of the activities.
- Supervise children to ensure safe use of equipment and facility without endangering themselves or other users.
- Ensure that the Trust's equal opportunities and standards are integrated into all aspects of the service.
- Undertake first line child protection measures, reporting areas of concern to the Designated Safeguarding Lead.
- Publicise the service and special events through assisting in the production of leaflets, posters, and information bulletins.
- Assist in maintaining contacts with teachers, parents and users of play service to increase the uptake of existing services, to design or tailor additional services to resolve problems.
- Contribute to keeping local records appropriate to the service

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- At the direction of the Club Manager, support the operation of holiday clubs, including enrolment and operation.
  - To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by STEP Academy Trust and the school's safeguarding policy.
  - The post-holders will normally be based at one centre but will be expected to work in other play facilities as required to ensure service delivery.
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## Key Accountabilities and Result Areas:

### Green Statement

## Key Elements:

### This will involve:

- Seek opportunities for contributing to sustainable development of the borough, in accordance with the Trust's Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

### Data Protection

### This will involve:

- To be aware of the Trust's responsibilities under the Data Protection Act 1984 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 departmental procedure, policy and statutory requirements.

### Confidentiality

### This will involve:

- 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

### This will involve:

- The 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.

### Customer Care

### This will involve:

- Able to demonstrate a commitment to the Trust's Customer Care Policy.

### Health and Safety

### This will involve:

- 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 School Team**

**This will involve:**

- To participate in training to be able to demonstrate competence.
- To participate in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the School service
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on School policies and interventions

## Person Specification

### Job Title:

Playworkerr

### Essential knowledge:

- NVQ level 2 Playworker, Childcare, or equivalent or willing to undergo training.
- Knowledge of appropriate play activities e.g., sports, games, crafts, stories, song, dance etc.
- A basic awareness of health and safety practices
- Understanding relevant administration procedures including children registration requirements
- Understanding equal opportunities issues and practices relating to the aims and objectives of community groups.
- Knowledge of basic record keeping and filing

### Essential skills and abilities:

- Ability to lead and work as part of a team, sharing working knowledge and skills
- Ability to develop a range of play/learning related skills
- Ability to work flexibility, able to rearrange work plans in relating to changing priorities
- Ability to interact sensitively with other workers, children and parents
- Ability to listen to understand the needs, aspirations and problem children
- Ability to quickly assimilate new procedures and working methods
- Ability to administer first aid and understand first line child protection with training

### Essential experience:

- Some experience of being involved with a play service in whether a paid or voluntary capacity in, for example, playgrounds, junior playrooms, play centres or other equivalent play setting. To include planning, organising and supervising activities.
- Experience of effectively dealing with behaviour management of children.

### Special conditions:

- Motivated to work with children & young people.
- Ability to form & monitor appropriate relationship & personal boundaries with children & young people.
- Emotional resilience in working with challenging behaviours.
- Appropriate attitudes to use of authority & maintaining discipline.
- The postholder may be required to work outside of normal school hours on occasion, with due notice.
- All postholders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply.
- An understanding of the principles of Keeping Children Safe in Education 2015 and a commitment to ensuring the health, safety and wellbeing of all children.
- Must be able to work at any school or club location in Southwark to meet the needs of the service.

Playworkers must be physically fit and alert to supervise and take responsibility for groups of children and young people.