

Job Description

Job Title:	Academy Club Play Worker
Grade Range:	Grade 1c – Scp 2-3
Hours:	16 Hours 15 Minutes per week (Term Time only plus inset days)
Location:	Heathfield Academy
Reports to:	Club Manager
Role Purpose and Role Dimensions:	<ul style="list-style-type: none">▪ To assist the Club Manager in supervising children attending the after school Club, providing appropriate activities, encouraging cooperation, securing their safety, monitoring well-being and ensuring good behaviour.
Commitment to Diversity:	<ul style="list-style-type: none">▪ 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.
Key Internal Contacts:	<ul style="list-style-type: none">▪ All staff and pupils

Support for the School

This will involve:

- Assist in ensuring safe, creative, appropriate play opportunities in a safe and caring environment;
- Assist in encouraging parental involvement and support of the club;
- Understanding and adhering to the academy's policy on behaviour and child protection.
- Having an understanding of the National Standards and the ability to meet to them;
- Understanding children as individuals particularly the characteristics, needs and interests of each age group;
- Valuing each child's backgrounds and experiences;
- Treating all children with sensitivity and fairness and respecting confidentiality.
- Prepare, maintain and use resources required to meet requirements and assist pupils in their use.
- Ensure the pupils are always supervised and the area is tidied up each day. Ensure any equipment that is used is stored properly.
- Be punctual and reliable.
- Assist the Club Manager in keeping up-to-date records and an accurate register
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Appreciate and support the role of other professionals.
- 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.

Key Accountabilities and Result Areas:

Key Elements:

- 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.
- 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 defects and hazards to management.
- Carry out risk assessments, fire drills etc as required.
- 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.

Support for Pupils

This will involve:

- Ensure the safety, security and wellbeing of all the children at all times
- To be prepared to plan, prepare and lead children's activities/sessions in the Out of School clubs.
- To be part of the staff teams strategies to support the children's social and emotional development.
- Support the Club Manager in ensuring that the meal/play arrangements comply with all the Trust's policies and provide a safe and stimulating environment for pupils, including those with special needs.
- Support pupils in meal/play arrangements.
- Administering first aid as necessary and ensuring the well-being of sick children;
- Ensure that pupils are safely delivered to parents and or named carers.
- Ensure that the pupils maintain a high level of hygiene.
- Ensure that pupils who have special dietary needs receive the correct meal.
- Establish constructive relationships with pupils and interact with them according to individual needs. Promote the inclusion and acceptance of all pupils. Ensure pupils are dressed appropriately for the weather (checking coats are fastened).

Data Protection

This will involve:

- Being aware of the Academy'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.
- Maintaining client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

Confidentiality

This will involve:

- Being 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 Academy'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 Academy 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:

- Ability to demonstrate a commitment to STEP Academy Trust Code of Conduct, Safeguarding and Inclusion Policies.

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

This will involve:

- Participating in training to be able to demonstrate competence.
- Participating in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the Academy Service.
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on Academy policies and interventions.
- Taking a professional, proactive approach to professional development and responsibility for own learning.

Green Statement

- Seek opportunities for contributing to sustainable development of the Academy and Academy Trust, in accordance with the Academy'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.

Person Specification

Job Title:**Academy Club Play Worker****Essential knowledge:**

- Previous experience
- Understanding of relevant policies/codes of practice and awareness of relevant legislation.
- Understanding and adhering to the academy's policies on child protection and safeguarding.
- Commitment to and understanding of Equal Opportunities.
- Basic understanding of child development and learning.
- Knowledge of food hygiene

Essential skills and abilities:

- Good numeracy/literacy skills and communication skills.
- Confidence in dealing with young people, maintaining discipline and motivation.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to relate well to pupils and adults.
- Ability to use and maintain an online register/payment system.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
- Ability to cook meals.

Essential experience:

- Working with or caring for pupils of relevant age.

Special conditions:

- An enhanced DBS disclosure
- Willing to undertake first aid training and maintain a valid first aid certificate
- Good time keeping and attendance