

## JOB DESCRIPTION

Job Title	Playworker
Responsible to	Deputy Head Teacher

### Job Purpose:

- To provide support / assistance in the day to day operation of the Breakfast and After School Club. Undertaking face to face work with the children in delivering an interesting and safe programme of activities.

### Key Accountabilities:

- 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 SLT or premises staff.
- 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 STEP equal opportunities and standards are integrated into all aspects of the service.
- Undertake first line child protection measures, reporting areas of concern to a member of SLT.
- 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

### Safeguarding commitment

STEP Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for this post.

### Personal Development

Maintain a commitment to your own professional development. Be aware of changing employment legislation, new developments and innovations through the use of publications, internet and other resources. Stay informed about relevant changes and emerging themes within the sector.

### Commitment to Equality and anti-racism

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.

### Commitment to Diversity

Take individual and collective professional responsibility for championing the Trust's anti-racism agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

### Green Statement

Seek opportunities for contributing to sustainable development of the Trust, 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.

### Data Protection

To be aware of the Trust's responsibilities under the Data Protection Act 2018 and GDPR and ensure compliance.

### Confidentiality

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence.

### Health & 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.

The post holder may be required to perform other than these duties given in the job description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility. The job description is not a comprehensive statement of duties but sets out the main expectations of the Trust.

# PERSON SPECIFICATION

Job Title: Playworker

Category	Essential	Desirable	Assessed by: Application Form	Assessed by: Interview	Assessed by: Task
<b>Qualifications &amp; Experience</b>					
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.	✓		✓		
NVQ level 2 Playworker, Childcare, or equivalent or willing to undergo training.	✓		✓		
Experience of effectively dealing with behaviour management of children.	✓		✓	✓	✓
<b>Knowledge &amp; Understanding</b>					
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.	✓		✓		
<b>Skills &amp; Abilities</b>					
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	✓		✓		
<b>Personal Skills and Attributes</b>					
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.	✓		✓		