

Play Worker

Job Description

Grade 1-(NVQ Level 1 or 2 qualified)

1. Job Purpose

- 1.1 To support pupils during the before and after school setting, take a lead in developing positive behaviour amongst pupils, organise and lead play activities and maintain play equipment. Support playtime activities in developing children's positive play.

2. Key Responsibilities

- 2.1 Contributing to the development of a positive approach to play within the before and after school setting.
- 2.2 Providing support and counselling for children finding it difficult to cope within the setting and have an ability to encourage children in developing and maintaining friendship groups within our club.
- 2.3 To be responsible for preparing and leading fun and stimulating activities and games in conjunction with other members of staff and actively supervise both outside and inside activities that children are engaging in.
- 2.4 To ensure all equipments are safe to use and that the setting is visually appealing for the various age group of children and that the play areas are set up in an imaginative way. Be prepared to tidy away resources safely (this will include some lifting).
- 2.5 Supporting other team members in delivering before and after school play activities.
- 2.6 Attending staff meetings and staff development meetings when appropriate.
- 2.7 Effectively dealing with inappropriate behaviour, maintaining records of pupil behaviour where necessary and reporting to your Line Manager as appropriate.
- 2.8 Establishing and maintaining relationships with other school staff and with parents.

- 2.9 Participating in appropriate staff appraisal and performance management.
- 2.10 To supervise the children during their outdoor/indoor play experience during the before and after school sessions.
- 2.11 To supervise children in transition from outside/inside during inclement weather. To provide suitable games and activities to occupy children's imagination when they are not able to go outside.
- 2.12 To ensure the standards of behaviour are maintained and comply with school behaviour policy and that of the before and after school club.
- 2.13 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.14 To ensure all tasks are carried out with due regard to Health and Safety.
- 2.15 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.16 To adhere to the ethos of the school.
 - 2.16.1 To promote the agreed vision and aims of the school.
 - 2.16.2 To set an example of personal integrity and professionalism.
 - 2.16.3 Attendance at appropriate staff meetings and parents evenings and be expected to work a proportion of Teacher Training Days or time to be made up as appropriate (to be discussed with Line Manager).
- 2.17 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3. Supervision Received

- 3.1 Supervising Officer's Job Title:
- 3.2 Level of supervision:
 - 1. Regularly supervised with work checked by supervisor

~~2. Left to work within establishment guidelines subject to scrutiny by supervisor~~

~~3. Plan own work to ensure the meeting of defined objectives~~

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)
Busy Bodies Play Worker	GR 1		3.2.1

5. **Special Conditions**

5.1 None

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	Desirable	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.	<ul style="list-style-type: none"> Maths and English GCSE Grade C or above 	<ul style="list-style-type: none"> NVQ Level 2 qualification in Childcare (or equivalent) 	AF/C
		<ul style="list-style-type: none"> Sports qualification or working towards. 	AF/C
Experience Relevant work and other experience	<ul style="list-style-type: none"> Background of working with Children. 	<ul style="list-style-type: none"> Experience of working within a team. 	AF/I
		<ul style="list-style-type: none"> Experience of planning and leading play activities for children age 4-11 yrs. 	AF/I
Skills & Ability e.g. written communication skills, dealing with the public etc.	<ul style="list-style-type: none"> Be flexible and an adoptable person with a pleasant manner and a willingness to work for the aims of the school and its services being provided. 		AF/I

	<ul style="list-style-type: none"> • Ability to deal with the public and parents tactfully and courteously. • Establish and maintain cooperative and effective working relationships with other team members. • An ability to communicate with children, staff and parents effectively and respectfully. • An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016 		<p>AF/I</p> <p>AF/ I</p> <p>AF/I</p> <p>AF/I</p>
		<ul style="list-style-type: none"> • Have an ability to deal effectively with inappropriate behaviour. 	<p>AF/ I / T</p>
Training	<ul style="list-style-type: none"> • Willingness to engage in continuous professional development, Health and 		<p>AF/I</p>

	Safety awareness training and safeguarding training.		
Other			

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

Date:
