**Job Description**

**Post Title:** Afterschool Playworker

**Responsible to:** Breakfast and Afterschool Club Manager

**The Role:**

**Core Purpose Statement:**

At Westbury Park School we value and respect one another. Our learning community inspires and challenges us to do our best, to develop confidence to make positive choices in a changing world, so that together we discover tomorrow.

**Purpose of the Job**

* To actively work and participate under the Breakfast and Afterschool Club Manager to provide safe, high quality play for children aged from 4 – 11 years of age.
* To support the Breakfast and Afterschool Club Manager in the directed planning and implementation of the daily activities of the club to ensure children’s needs are met when required, supervise the safe escorting of children to ensure the wellbeing at all times.
* To work with staff to maintain the club to an agreed standard of cleanliness and hygiene and to advise the Breakfast and Afterschool Club Manager of any concerns e.g. regarding the safeguarding children, parents or the safety of equipment, preserving confidentiality as necessary.
* To undertake other duties and responsibilities of an equivalent nature as determined by the Breakfast and Afterschool Club Manager.
* To be aware of and to implement national and local guidelines in order to safeguard and promote the well- being of children.

**Key Job Responsibilties**

**Daily Activities**

* Meet and greet the children.
* Set up a variety of activities for the pupils, games, puzzles, art and craft, books etc.
* Actively interact with the children encouraging them to play co-operatively and purposefully, talking, initiating interaction, playing & providing new & social opportunities.
* Pack away activities at the end of the session leaving the area clean and tidy.

**General Duties**

* To provide for children’s personal and physical care and requirements on a daily basis, for example, supervising movement around different areas of the school site as necessary or assisting younger children changing out of and into outdoor clothing, encouraging self-help at all times. Support pupils to build their self-confidence, self-reliance and social skills.
* Give comfort and support to individual pupils who are distressed.
* Liaise with the Breakfast and Afterschool Club Manager or Head Teacher on matters concerning children’s welfare, well-being and behaviour.
* To work actively alongside the children, talking, initiating interaction, playing and providing new and social opportunities .
* To be aware of current safeguarding guidelines and liaise with the Breakfast and Afterschool Club Manager, Head Teacher or SENDCo where there are any concerns.
* Observe all pupils, ensuring appropriate standards of behaviour reflecting the values and ethos of the school.

**Professional Relationships**

* To maintain confidentiality about any information gained within the school, using discretion and sensitivity when communicating with parents, referring enquiries about children's education and well-being to the class teacher.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.

**General** **Accountabilities**

A. So far as reasonably practicable, the postholder must promote safe working practices by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users. These are defined in the school's Health, Safety and Welfare policy, other policies and procedures.

B. Work in compliance with the Codes of Conduct, Regulations and policies of Westbury Park School and its commitment to equal opportunities

C. Ensure that output and quality of work is of a high standard and complies with current legislation / standards

**Person Specification:**

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| --- | --- | --- |
| ESSENTIAL | DESIRABLE | ADVANTAGEOUS |
| **Knowledge & Experience**  Previous experience working as part of a team  Good standard of general education  Basic understanding of food hygiene  Skills of empathy, listening, communication and responding with appropriate language to build rapport with children and carers from a variety of ages, abilities and backgrounds.  Some experience of applying the regulations applicable to Health & Safety, Hygiene, Child Welfare & Protection  **Abilities & Aptitudes**  Work in line with all the club’s policies and procedures.  Able to work under pressure and multitask.  Solution based approach to problem solving.  Flexible, adaptable and positive attitude to  working in a play environment  Communication skills to promote and develop effective relationships with children, colleagues and parents/carers  To be willing to undertake further training as required | **Knowledge & Experience**  Experience of working with young children  NVQ in childcare/playwork  Paediatric First Aid Certificate  Food Hygiene Certificate  Knowledge of policies and procedures related to child protection, health, safety, security, equal opportunities and confidentiality.  **Abilities & Aptitudes**    Ability to listen constructively, test  own opinions and suggest effective  solutions.  The ability to contribute effectively to the responsibilities of a team  Ability to work on own initiative.  Proven communication and inter-personal skills evidenced by dealing with a diverse range of contacts about potentially complicated and/or sensitive issues. | **Knowledge & Experience**  Previous, varied experience of   working with children in a range   of educational settings (eg. Care,  Development or School).  Experience of working in a setting subject to Health & Safety, Hygiene, Child Welfare & Protection regulations      **Abilities & Aptitudes**  Ability to plan, review and carry  out duties without supervision  Ability to communicate in a language other than English |
| SPECIAL CONDITIONS This role needs to comply with the ‘Childcare Act 2006’ and the ‘Childcare (Disqualification) Regulations 2009’ were additional disclosure of information will be required. | | |