

Job Description



Name:

Job Title: Playworker

Report to: Wrap Around Manager

JOB SUMMARY

To provide support / assistance in the day-to-day operation of an After-School Club/Breakfast club, undertaking face to face work with the children in delivering programmes of activities.

PRINCIPAL ACCOUNTABILITIES

1. 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.
2. 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.
3. 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.
4. Maximising the learning value of the activities by planning and evaluating activities.
5. Contributing through assisting if required, in the maintenance of agreed records including registers, contracts, doctors, accident books, financial transactions etc.
6. Contribute to preparing and serving food when necessary.
7. Ensuring all Health and safety regulations are adhered too.
8. To be fully aware of all the club's policies and procedures.
9. Ensure all cleaning duties are carried out.
10. Attend CPD as directed and engage with briefings and team meetings.

Ofsted/EYFS

- Understand the requirements for effective childcare set by Ofsted/EYFS and always work within these guidelines.
- Assist with any process needed with regard to Ofsted/EYFS
- Ensure all members of staff are familiar with Ofsted/EYFS requirements.
- Ensure our activities are working towards the 6 areas of development.

JOB CONTENT

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

1. Assist in the provision of a variety of appropriate play opportunities for the needs of all children.
2. Lead groups of children in specific sport, game craft and learning activities. Manage behaviours and adapt the activity to meet the needs of groups or individuals. Prepares for activities.
3. Evaluate events and activities and contribute to the development of the service including making recommendations for change and development of the activities.
4. Supervise children to ensure safe use of equipment and facility without endangering themselves or other users.
5. Check that play conditions conform to the appropriate health and safety standards and are suitable for the group and activity planned.
6. 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.
7. Publicise the service and special events through assisting in the production of leaflets, posters, and information bulletins.
8. Contribute to keeping attendance records appropriate to the service.
9. Prepare and serve food when necessary.
10. Attend meetings where necessary.

11. Understand the requirements for effective childcare set by Ofsted and EYFS and always work within these guidelines.
12. Understand that children cannot be left unsupervised at any time. We work to strict ratios of 1:8 for children under 8.

REPORTS TO: Wrap Around Manager

SPECIAL CONDITIONS OF SERVICE

- May be required to work outside normal office hours.
- The post-holder will be employed either during term time only.
- Play workers must be physically fit and alert to supervise and take responsibility for groups of children and young people.

PERSON SPECIFICATION

Specific qualifications are not a prerequisite of the job, but the post-holder will be expected to have:

- NVQ level 2 Play work, Childcare, or equivalent or willing to undergo training.
- Understand that the children's safety is paramount.
- Obtain a current first aid and hygiene certificate.
- Knowledge of appropriate play activities e.g., sports, games, crafts, stories, song, dance etc.
- A basic awareness of health and safety practices
- Understand the club's procedures for registration, collection and delivery, complaints and injury to children.
- Understand the club's personal policies and procedures.
- Always promote the club positively.
- Understanding equal opportunities issues and practices relating to the aims and objectives of community groups.

EXPERIENCE

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

APTITUDES

To demonstrate the ability to:

- Work as part of a team, sharing working knowledge and skills.
- Develop a range of play/learning related skills.
- Work flexibility, able to rearrange work plans in relating to changing priorities.
- Interact sensitively with other workers, children and parents.
- Listen to understand the needs, aspirations and problem children.
- Able to quickly assimilate new procedures and working methods.
- Administer first aid and understand first line child protection with training.

Print Name _____ Date _____

Signature _____ Date _____