

JOB DESCRIPTION

Before and After School Playworker

Responsible to:

Head Teacher and School Governing Board

Responsible for:

Working with Out of School Hours Leader to provide care for our children in Before and After School Childcare.

Statement of Purpose

To work under the direction and instruction of out of school hours leader to help provide safe and stimulating care for children.

Support to Pupils

- To provide a range of stimulating activities, indoor & outdoor, relevant to the age, stage and needs of young children which encourage and develop all areas of development.
- To provide and prepare safe nutritional snacks for children.
- To provide a facility for children to do their homework, including reading.
- Ensure the welfare and safety of children within our care.
- Promote good behaviour
- Treat all children as individuals and to have a secure knowledge and understanding of their needs while they are within our care.
- To act as a First Aider.
- Motivate and encourage the children to participate in activities.
- Liaise with Class Teachers and parents/guardians.
- Develop methods of promoting the children's self-esteem.
- Encourage acceptance of children with special needs.
- To be ready at all times for emergency situations.
- Ensure a clean, tidy environment conducive to fostering good health and safety practice.
- Follow statutory and non-statutory policies and procedures required for the efficient running of the club.
- Ensure the provision is maintained to Ofsted standards of care

Professional Accountabilities (this list is not exhaustive and should reflect the ethos of the school)

The post holder is required to have deep knowledge of school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the head teacher. In addition they are to contribute to the achievement of the school's objectives through:

Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

Financial Management

- Personally accountable for delivering services efficiently within budget.

People Management

- To comply and engage with people management policies and processes
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings with the Out of School Hours Leader, finance officer and head teacher
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the school's Health, Safety and Welfare policy. Recognise own strengths and areas of expertise and use these to advise and support others.