Job Description

**Job Title: Schools Out! - Breakfast & Afterschool Club Playworker**

**Grade: VIAT 2**

**Hours: Monday – Friday 3pm – 6pm (essential)**

**Reports to: School’s Out Leader**

1. **Job Summary**

To be responsible for supervising children at Breakfast & After School Club providing a safe, caring and stimulating environment for them. To build links and work in partnership with parents, carers and professionals to promote the well-being of children. To develop, implement and review the policies, procedures and practices within the Club.

**Scope for Impact**

The success of the club relies on the happiness of the children and parents. A Breakfast & After School Club Playworker has the responsibility of ensuring that all children feel safe and nurtured in the environment. This depends on the ability of the team to provide a range of activities that engage the children as well as developing an ethos in line with the school’s Core Values.

**Job Context**

High quality out of school care should not just be an extension of the school day but should instead provide a clearly differentiated environment in which children can independently pursue their own interests and activities. Staff should facilitate this through the provision of appropriate activities and resources.  
      
These should include free access to outdoor play space; equipment for physical play (e.g., football, climbing frame, skipping ropes, ball games, etc); a range of indoor activities such as board games, construction toys (e.g., Lego, K’Nex), role play (e.g., dressing up), toy cars, dolls, dinosaurs; computer games / Wii; and art and craft materials. There should also be a quiet corner for relaxation with blankets, cushions and books, magazines and comics.

It is good practice to offer a mix of planned and free choice activities, and to have resources such as posters, toys, books, and dressing up clothes, that reflect disabilities, cultural and religious diversity.

As a Playworker, you will be expected to be motivated and inspired to provide the very best wrap around care that we can offer. The post holder must have the capability to engage positively with children, parents and other staff. They should have good communication skills and be able to work effectively as part of a team. An awareness of safeguarding issues and procedures is also essential, and training will be given to the successful candidate.

Key tasks include but are not limited to:

* Actively engaging in play and conversation with the children.
* Planning, with other staff, the themes and activities that the children will undertake.
* Undertaking necessary training such as First Aid.
* Ensuring that safeguarding protocols are adhered to.
* Ensuring food hygiene standards are adhered to.
* Maintaining a safe environment for staff and children.
* Speaking to parents where necessary

1. **Key Working Relationships**

* School’s Out Leader
* Pupils
* Staff
* Parents

1. **Key Result Areas**
2. Undertake the daily supervision of the Club; developing and maintaining high standards throughout to ensure the welfare and safety of the children.
3. Develop activities to ensure that the club is suitably equipped in order to provide a stimulating and enjoyable environment for the children.
4. Ensure that children, whilst in the Club, have access to appropriate activities to support their physical, emotional, social and intellectual development giving consideration to families’ ethnic, cultural and linguistic backgrounds, ensuring that the school’s Equal Opportunities Policy is adhered to.
5. In conjunction with the cleaning team, maintain the club to an agreed standard of cleanliness and hygiene, before, during and at the end of each session.
6. With the school, prepare for OFSTED inspections and action any recommendations that may result from inspection in order that the highest standards are maintained.
7. Implement Trust and school policies and procedures within the Club ensuring compliance with legislation and guidance.
   1. **Support for the Trust**

* Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to the relevant Trust of school lead.
* To contribute to overall ethos, work and mission statement of the Trust.
* To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher/Trust Management Group.
* Participate in the school’s appraisal process.

* 1. **Safeguarding**
* The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
  1. **Equality and Diversity**
* The Trust is committed to valuing diversity in employment, service delivery practices and its general environment. An expectation of all leadership posts within the Trust is that each individual will take responsibility for promoting inclusive and accessible service provision, staff development and a culture that values and respects difference.
  1. **Representing the Trust**
* To act as ambassador for the Trust, ensuring that the needs and views of the Trust are fairly represented in external (including national and sector) forums and that opportunities are taken to enhance the reputation of the Trust and realise business development opportunities.

1. **Statement**

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be set out in the above job description, but please note that Valley Invicta Academies Trust maintains the right to update your job description from time to time, to reflect changes in or to your job. You will be consulted about any proposed changes.

**Person Specification, Qualifications and Experience**

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| **Person Specification** | **Our team are looking for some who is:**  Pro-active, approachable, a good team player, listens to others, treats everybody equally, firm but fair manner with the children and staff, good communicator, fun with a good sense of humour,  **Some who can:**  Work well as part of a team, use their initiative to problem solve, contribute ideas and demonstrate patience. |
| **Experience** | **Essential:** Working in a school or childcare setting, following procedures and policies.  **Ideal:** Working as part of wrap around care staff. An understanding of how to safeguard children from harm. |
| **Qualifications** | **Ideal:** NVQ in childcare or equivalent TA qualification, other qualifications that are relevant to this role, first aid training, food hygiene training. |