

## JOB DESCRIPTION

**TITLE:**

Positive Play worker

**GRADE:**

Kent Range 3

**HOURS:**

Monday to Friday, term time only

Breakfast Club: 07.30 – 08.45

Lunchtime Cover: 11.30 – 13.30

After School Club: 14.30 – 18.00

**REPORTS TO:**

Extended Services Supervisor

Assistant Head Teacher

### MAIN PURPOSE OF THE JOB

Work within the framework agreed with the Head teacher and the Extended Services Supervisor to provide a caring, secure environment and to organise an appropriate range of leisure activities for the children attending the wrap around care provision. Lunchtime cover includes the supervision of children on the school playground and assisting with the meal service.

**KEY RESPONSIBILITIES:**

- To plan, deliver and evaluate a varied programme of high quality play opportunities in a safe environment, ensuring the engagement of all children specific to their individual needs.
- To ensure the safety and well-being of all the children at all times.
- To enforce and implement all club and school policies and procedures, the implementation of play work principles and general childcare requirements.
- To take responsibility for the health and safety, accident prevention and smooth running of emergency procedures for both children and other members of staff.
- To work alongside the Extended Services Supervisor sharing responsibility for the purchasing and management of stock and regular audits of resources.
- To provide supervisory cover when required.

**MAIN DUTIES**

- Assist the Extended Services Supervisor ensuring that the play environment, including equipment and resources, is prepared and ready for the children.
- Ensure that adequate standards of safety and hygiene are maintained at all times, including the completion of appropriate risk assessments and the recording and reporting of hazards and accidents.
- Operate, where applicable, a first aid service, during the mealtime to deal with any accidents that occur safely and quickly.
- Encourage children to self-select during snack/tea time and ensure water is accessible at all times for all ages.
- Build effective relationships with parents, carers and teachers.
- Keep up to date with changes to welfare requirements, play initiatives and all policies and procedures ensuring understanding and implementation.
- Show a strong commitment to training and ongoing professional development, keeping up to date with recent developments and initiatives relevant to current practice.
- Participate in the school's appraisal system of own performance.
- Keep records as required, e.g. accident forms and observations.
- Attend training days and meetings as relevant to the role of Positive Play Worker.
- Undertake any other duties as may be reasonably required by either the Supervisor or the Headteacher and Senior Leadership Team.