



Job Description – Extended Day Playworker

- Contribute to the planning of the daily activities to ensure children's needs are met.
- Supervise the safe escorting of children to ensure their well-being at all times.
- Work with other staff to maintain the Extended Day to an agreed high standard of cleanliness and hygiene, before, during and at the end of, each session.
- To ensure the well-being of the children and staff and advise the Extended Services Manager or the school Designated Safeguarding Lead of any concerns (e.g. regarding children, parents or the safety of equipment), preserving confidentiality as necessary, to ensure the safety of the children whilst working within KCC Guidelines for Child Protection.
- Support the Extended Services Manager and Supervisor in ensuring that children in Extended Day have access to appropriate activities to support their physical, emotional, social and intellectual development, giving consideration to families' ethnic, cultural and linguistic backgrounds in accordance with the school's policies and ethos of inclusion and equal opportunities.
- Support the Extended Services Manager in ensuring that records, including the children's families, staffing, registers, health and safety, sickness etc. are confidentially maintained in order to ensure effective storage and retrieval of information.
- To be flexible in hours to suit the demand of places, as far as possible.

Example overview of a coordinating of an afternoon session:

- Collect and escort Callis children round to St Peter-in-Thamet CE Junior School at 3.00pm.
- Register Pupils.
- Supervise and purposefully play with children in extended day room.
- Register children from clubs.
- To cook and organise tea – with pupils as appropriate (help prepare tea etc. in the kitchen) Tea should only take 30 minutes to prepare and cook (4:30-5:00pm).
- Teach children to lay table with a supervising eye.
- Teach children to tidy away activity and wash hands.
- 4:55pm children to sit at table ready for tea.
- 5:00pm serve tea, adults sitting with children encouraging good manners, etc.
- 5:25pm supervise children to clear away and tidy, finalise cleaning after children have left.
- Once everyone has finished eating, games / free play can take place.
- 5:45pm adult to read story to children.
- 6:00pm dismiss children using safety procedures, ensure kitchen and extended day room are left clean and tidy.