



After School Club Play Worker

MAIN PURPOSE OF THE JOB

To work under the guidance of the After-School Club Leader, Extended School Leader and Head Teacher to provide child care for pupils attending the After-School Club.

This position involves working closely with the children to provide encouragement, friendship and supervision. To assist the manager in offering the children a wide range of play activities and ensuring that the club offers the children a relaxed, informed and caring environment.

SUMMARY OF RESPONSIBILITIES AND DUTIES

1. Assist in the preparation of snacks, cleaning away and washing up when required.
2. To be responsible to a group of children as designated by the manager.
3. Assist in ensuring that the children are safe at all times and drawing attention of the Play Leader to any likely causes of danger.
4. To attend occasional staff meetings.
5. To attend training sessions occasionally if required at a mutually agreed time and date.
6. To undertake any other task as required by management within the purpose of the job.
7. To accompany the children on outings, accepting responsibility for the whereabouts safety of a designated small group of children.
8. To inform the Play Leader immediately of any incident which could be detrimental to the well being of any child within the club's care.
9. To offer ideas and participate in new and improved play activities. This will involve offering a weekly activity, e.g. arts and crafts/physical/cooking.
10. To help set out activities before the children arrive.

Person Specification

Qualifications & Education	E/D	Stage
Equivalent to NVQ Level 2 in Early Years/Play work/Teaching Assistant (willing to start a course immediately)	E	AF, C
First Aid Certificate (willing to acquire certificate)	D	AF, C
Food Hygiene (willing to acquire certificate)	D	AF, C
Experience	E/D	Stage
Experience working with children of relevant age	E	AF, I, R
Experience of working with children who may have additional needs	E	AF, I, R
Knowledge and Skills	E/D	Stage
Have an understanding of child development and how children play.	E	AF, I
Have the ability to relate well to children and adults.	E	AF, I
Have the ability to lead and work constructively as part of a team.	E	AF, I
Knowledge of relevant policies, codes of practices and relevant legislation. ie: Ofsted, Health and Safety, and First Aid.	E	AF, I
Have an understanding of how to plan and organize activities for children to play.	E	AF, I
Ability to analyse information from a wide variety of sources and solve complex problems	E	AF, I
The ability to hold Senior Leaders across the Academy to account	E	AF, I
Experience in coaching and mentoring to have positive impact on pupil learning	E	AF, I

KEY

- E/D Essential or Desirable
- AF Application Form
- C Certificate
- I Interview
- R Reference
- D Disclosure