

## Langdon Primary School – Job Description

**Position:** After School Club Playworker

**Job Purpose:** To provide high quality childcare, play and educational activities within the Langdon Primary School After School Club.

### **1 Duties**

- a) To plan and deliver a programme of activities, including craft, music, sport, games and play.
- b) To apply professional standards of childcare at all times with due regard for the children's safety and needs, both physical and emotional.
- c) To ensure that records and files are processed and maintained in order to ensure children's safeguarding is maintained.
- d) To ensure that registers are checked and updated daily and that children leave the group only with an authorised adult.
- e) To be responsible for ensuring health and safety, including monitoring and checking of equipment, ensuring safe play and recording of.
- f) To liaise directly with parents or carers regarding new children, any developments in relation to children in the club, and responding to any queries.
- g) To help settle in new children, monitoring the children throughout the session and dealing with any problems that may arise.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

Signed: \_\_\_\_\_ Teacher Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Head Teacher Date: \_\_\_\_\_