

WEST BOROUGH PRIMARY SCHOOL – JOB DESCRIPTION



Post title:	Acorns Club Play Worker
Salary:	Kent Scheme A
Responsible to:	Extended School's Manager
Appraiser:	Deputy Head Teacher
Working Pattern:	Term-time only Maximum of 20 hours per week (2.30pm to 6.30pm) Hours may vary

Overall Purpose:

- To work under the direction of the Extended School's Manager to provide safe, high quality play for children.

Core Purpose:

- To assist the Manager in the development and daily management of Acorns Club providing a safe, caring and stimulating environment for children.
- To build links and work in partnership with parents, carers and professionals to promote the well-being of the children.

Specific Duties :

- Contribute to the planning of the daily activities to ensure children's needs are met whilst ensuring Acorns Club's play values, as defined by the Manager, are met at all times and when required, supervise the safe escorting of children to ensure their wellbeing at all times.
- Work with other staff to maintain Acorns Club to an agreed 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 Manager 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 Safeguarding to ensure the wellbeing of the children.
- Support the Manager in ensuring that children, whilst in Acorns Club, 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 Acorns Club's Equal Opportunities policy,.
- Support the 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.

Other

- Have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the headteacher

Person Specification

Experience and Qualifications:

- Experience of working with 4-11 year olds in a play or education environment.
- An appropriate childcare or playwork qualification (NVQ Level 2/3), or the equivalent in experience.
- First aid qualification (or willingness to undertake training)
- Food hygiene certificate (or willingness to obtain)

Knowledge and understanding:

- An understanding of what constitutes good quality, accessible childcare which meets children's wide range of developmental needs.
- Knowledge of health and safety and food hygiene procedures.
- Understanding of anti-discriminatory practice and how to challenge prejudice and stereotypes.
- Understanding of safeguarding requirement and best practice.
- Understanding of positive behaviour management.

Skills and Attitudes:

- Excellent communication skills, with both children and adults.
- Positive and enthusiastic attitude to play.
- Fun and creative ideas for play.
- A commitment to undertake training and continuous professional development.
- Ability to respond calmly and logically to problems or emergencies.
- Ability to use own initiative and judgement.
- Flexible and supportive approach to teamwork.
- Ability to foster warm and positive relationships with children, parents and colleagues.