



Job Title: Playworker
Location: Blean Primary School
Grade: KSA
Reports to: Extended School Manager

Purpose of the Job

To work under the direction of the Extended School Manager and Assistant Manager to provide safe, high quality play for children. To assist the Manager/Deputy in organising a daily routine that meet the emotional, social, physical and intellectual needs of the children. To build links and work in partnership with parents, carers and professionals to promote the well-being of the children.

Main duties and responsibilities (Accountabilities):

- Contribute to the planning of the daily activities to ensure children's needs are met whilst ensuring the National Standards and Extended School play values, as defined by the Manager and Deputy, are met at all times and when required,
- Supervise the safe escorting of children from their classrooms
- Offer educational instruction where needed to help pupils to share equipment
- Supervise pupils during activities and help to resolve issues between pupils
- Monitor pupils that aren't engaging in play and feed back any concerns to class teachers
- Responsible for maintaining a clean and safe environment. Expected to carry out cleaning responsibilities before, during and after each session, including: tidying play areas, sanitizing equipment, hoovering, mopping and cleaning of the kitchen and toilet areas.
- Responsible for preparing and serving breakfast and snacks to children, ensuring all food provided meets DFE (Department for Education) standards for nutrition and safety. Maintain cleanliness and hygiene in food preparation areas.
- Ensure the well-being of the children and staff and advise the Manager or Deputy 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 to ensure the wellbeing of the children.
- Support the Manager and Deputy in ensuring that children, whilst in the Extended School Club, have access to appropriate activities to support their physical, emotional, social and intellectual development considering families' ethnic, cultural and linguistic backgrounds in accordance with the Extended School Club's Equal Opportunities policy.
- Manage stock of resources necessary to carry out planned activities

Health and safety

- Observe pupils and the environment and take action to minimise any identified health and safety risks
- Deliver first aid to respond to minor and major incidents
- Record details of incidents in line with the school's reporting procedures
- Feed back concerns relating to pupils' health and safety to a senior member of staff

- Make sure all food is prepared in line with health and safety standards and that the dietary requirements of pupils are met

Behaviour

- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- Follow any directions from the Extended school Manager and class teachers on supporting specific pupils with challenging behaviour
- Support pupils with their independence and self-esteem when carrying out activities

Safeguarding

- Keep accurate attendance records and report non-attendance in line with school procedures
- Be responsible for pupils until the school day starts / a parent/carer arrives for collection, making efforts to contact the parent/carer in the case of lateness

Other areas of responsibility

- Read and follow the relevant school policies
- Undertake training required to develop in the role

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • First aid training (or willingness to complete) • Food Hygiene Level 2 (or willingness to complete)
Experience	<ul style="list-style-type: none"> • Working with children or young people • Planning activities to engage pupils and support development
Skills and knowledge	<ul style="list-style-type: none"> • Ability to respond quickly and effectively to issues that arise • Ability to use own initiative and take action accordingly • Effective communication with adults and children • Ability to build effective working relationships with colleagues
Personal qualities	<ul style="list-style-type: none"> • Commitment to supporting and understanding pupil needs • Commitment to upholding and promoting the ethos and values of the school • Commitment to maintaining appropriate confidentiality at all times • Commitment to safeguarding, equality, diversity and inclusion

Job Context: The postholder will act as a role model and be able to effectively communicate with children, parents etc. in order to maintain appropriate standards of behaviour and provide feedback to parents, professionals etc.

Notes:

This job description may be amended at any time in consultation with the postholder and HR.

The post is subject to an enhanced Disclosure application to the Criminal Records Bureau and List 99.