##

## Job Description

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| **Job Title** | Breakfast and After School Club Playworker |
| **School** | The Featherby Schools |
| **Responsible** | The breakfast and after school club leaders and Senior Leadership Team |
| **Grade** | E2 |

**Aim**

 To create high quality and varied activities within a safe and caring environment and provide a high standard of physical, emotional, social and intellectual care for children in the Club, including those with special needs.

**Purpose**

To support children on a day to day basis in after school club that provides, safe, stimulating, comfortable and friendly high quality after school care. To contribute to and implement after-school club policies. To fulfil legal and statutory requirements.

**Main Responsibilities**

* + To plan, deliver and evaluate a varied programme of high quality play opportunities in a safe environment.
	+ To support in the development of independent social skills.
	+ To undertake duties such as preparing snacks, cleaning club room and toys, reporting any damages and tidying up etc.
	+ To report to parents where necessary.
	+ To liaise with parents to enable the effective operation of the Club.
	+ To assist in the specific medical/care needs of pupils when specific training has been undertaken.
	+ To take care for their own and other people’s health and safety.
	+ To maintain registers of attendance/absence and other child records.
	+ To administer basic/paediatric first aid where appropriately trained.
	+ To support the promotion of positive relationships with parents and outside agencies, including communicating effectively with parents on a regular basis.
	+ To ensure confidentiality is maintained where appropriate.
	+ To follow safeguarding policies and procedures at all times.

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| **Person Specification**The following criteria will be used for shortlisting purposes:

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| **Qualifications** | **Essential/Desirable** | **Method of Assessment** |
| Relevant Child Care qualification (or equivalent) |  | Application Form |
| **Knowledge & Experience** | **Essential/Desirable** | **Method of Assessment** |
| Working with young children | Essential | Application form/Interview |
| Working with children with special educational needs | Desirable | Application form/Interview |
| Working with parents/carers | Essential | Application form/Interview |
| Organising activities for small groups of children | Essential | Application form/Interview |
| Working as part of a team | Essential | Application form/Interview |
| Understanding of how to ensure good discipline through positive reinforcement | Essential | Application form/Interview |
| Basic knowledge of First Aid | Desirable | Application form/Interview |
| Basic knowledge of Food Hygiene | Desirable | Application form/Interview |
| School safeguarding procedures | Essential | Application form/Interview |
| **Personal Qualities** | **Essential/Desirable** | **Method of Assessment** |
| Ability to form positive relationships with children, colleagues and parents  | Essential | Application Form/Interview |
| To be a positive role model for all staff, pupils and parents | Essential | Application Form/Interview |
| Ability to communicate effectively both verbally and in writing | Essential | Application Form/Interview |
| The ability to work creatively and sensitively with children | Essential | Application Form/Interview |
| Interpersonal skills at all levels | Essential | Application Form/Interview |
| Adaptability | Essential | Application Form/Interview |
| Organisational skills | Essential | Application Form/Interview |
| Able to work under direction and on own initiative | Essential | Application form/Interview |
| Good communication skills with children, staff and parents. | Essential | Application form/Interview |
| Ability to maintain confidentiality | Essential | Application form/Interview |
| Commitment to Health and Safety | Essential | Application form/Interview |
| Commitment to equal opportunities | Essential | Application form/ Interview |

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