## 

## 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:   |  |  |  | | --- | --- | --- | | **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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