

## WEST BOROUGH PRIMARY SCHOOL – JOB DESCRIPTION



<b>Post title:</b>	Acorns Club Play Worker
<b>Salary:</b>	KR 3
<b>Responsible to:</b>	Extended School's Supervisor
<b>Appraiser:</b>	Senior Leader
<b>Working Pattern:</b>	Term-time only 15 hours per week (2.30pm to 5.30pm – Monday, Tuesday & Wednesday)

### **Main Purpose of the job:**

- to ensure the safeguarding and wellbeing of all children at all times.
- to be active in providing stimulating and well planned out of school experiences within the framework of the Early Years Foundation Stage and playwork principles
- be active and committed in ensuring that all children attending the setting receive high quality care and are kept safe
- to act as a key person for an allocated group of children - ensuring care and planned of experiences to meet their individual needs and interests
- build strong relationships with parents ensuring they feel valued and are consulted about the activities provided for their children.

### **Key Responsibilities:**

- to be alert to issues of safeguarding and child protection, ensuring that the welfare and safety of children attending the setting is promoted and to follow safeguarding procedures as detailed in the settings policy and as directed by the local safeguarding team
- to role model and provide effective play opportunities for children in your care, including setting up and maintaining challenging and exciting environments across the setting
- use setting observations, information from parents and the school to plan for the differing needs of children in your key group and to enable their individual potential to be realised through play
- liaise regularly with school staff to ensure smooth transitions to support the wellbeing of children and parents, to ensure continuity of care. Work with the school SENCO's to support children causing concern
- be vigilant in maintaining children's wellbeing, health and safety promoting good practice within the setting and report any concerns to the setting supervisor
- to build and maintain effective communication and positive relationships with other staff, parents, carers, families and relevant professionals, whilst respecting appropriate confidentiality
- to attend all setting meetings, including regular supervision meetings and annual appraisals with a Senior Leader. Be active and committed in meeting the settings and personal targets and aspirations
- to be active in identifying and fulfilling your own CPD needs, including a commitment to attending both in house and external training and cascading information with the wider team
- to maintain all information about children, families and the setting in a confidential manner
- to work within the school's policies and procedures
- to work in accordance with the company's Equality and Diversity policy
- be professional and ensure the setting's reputation is maintained and promoted.

## Additional Information:

- it is in the nature of the work that tasks and responsibilities are in many circumstances unpredictable and varied. All staff are therefore expected to work in a flexible way when the occasion arises that tasks which are not specifically covered in their job description have to be undertaken

## Person Specification

ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>EXPERIENCE</b>	
<ul style="list-style-type: none"> <li>▪ Experience of working with children and building strong relationships with parents/ carers and other professionals.</li> </ul>	
<b>QUALIFICATIONS AND TRAINING</b>	
<ul style="list-style-type: none"> <li>▪ A play work qualification equivalent to a Level 2</li> </ul>	<ul style="list-style-type: none"> <li>▪ Recent appropriate safeguarding training.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ A current paediatric First Aid qualification</li> </ul>
<b>KNOWLEDGE</b>	
<ul style="list-style-type: none"> <li>▪ A sound knowledge of child development for the age of children attending</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Knowledge of child protection and safeguarding procedures</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knowledge of Prevent and female genital mutilation (FGM) and child sexual exploitation (CSE)</li> </ul>
<ul style="list-style-type: none"> <li>▪ An understanding of a play based approaches to children's development</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Knowledge of the Early Years Foundation Stage (EYFS)</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Knowledge of particular health and safety issues relevant to this age group</li> </ul>	
<b>JOB RELATED SKILLS AND ABILITIES</b>	
<ul style="list-style-type: none"> <li>▪ Good communication skills</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Effective team working skills</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Ability to maintain confidentiality</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Ability to deliver fully inclusive practice</li> </ul>	
<b>OTHER REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>▪ An understanding and commitment to equal opportunities</li> </ul>	<ul style="list-style-type: none"> <li>▪ An understanding of Food Hygiene, Health and Safety in the workplace</li> </ul>
<ul style="list-style-type: none"> <li>▪ A willingness to undertake further relevant training including staff meetings outside of normal working hours</li> </ul>	