



Job Description

Job Title: Playworker

Grade: Scale 3

Purpose of the Post

The Playworker is responsible for supporting the delivery of a safe, caring and stimulating After School Club provision for pupils at Bonneville Primary School. The postholder will help create a positive environment where children feel happy, secure and valued, providing a range of engaging play and enrichment activities that support their social, emotional and physical development.

Working as part of the After School Club team, the Playworker will contribute to the smooth day-to-day operation of the provision, ensuring high standards of care, wellbeing and safeguarding are maintained at all times. The postholder will build positive relationships with children, families and colleagues, helping to provide a welcoming and enjoyable experience for all pupils attending the club.

Key Responsibilities:

1. Planning and organisation of a range of stimulating and developmental activities
2. Supervision, safety and welfare of children
3. Communication and liaison with staff and customers
4. Health and Safety and Other areas

Job Activities:

1. Under the general direction of the Senior Leadership Team, works within a team environment to organise facilitate and lead a range of play based activities which include sports, arts and crafts, games, drama, dance, multi-media and adapted activities.
2. Under the general direction of the Head of School, responsible for planning and organising all play activities in accordance with National Standards relating to session planning and delivery.
3. Under the general direction of the Head of School, ensures that equipment is properly maintained and fit for children and staff, prepares activity areas for children and staff, transports and erects equipment during activity changes.
4. Under the general direction of the Head of School or Senior Playworker, responsible for delivering play activities within School's operational procedures and policies with particular reference to customer care, health and safety.

5. Whilst on duty assumes responsibility for the safety and welfare of children under his/her supervision.
6. Under the general direction of the Head of School or Senior Playworker, ensures that the activity areas are maintained to a safe level and in accordance with School's procedures and policies.
7. Liaises with colleagues, Senior Playworker, The Head of School, other internal and external relationships on day to day operational matters and refers any difficult position to the Senior Playworker or Head of School for advice and assistance.
8. Under the general direction of The Head of School or Senior Playworker, liaises with parents and carers on day to day information related to activities and customers generally on matters related to service delivery.
9. Works closely with colleagues on matters related to the day to day delivery of the service.
10. Actively engages with the Staff Code of Conduct.
11. Under the general direction of The Head of School or Senior Playworker contributes to the setup of activities at the beginning of sessions and clean down at the end of sessions.
12. Under the general direction of The Head of School or Senior Playworker, contributes to the provision of nutritional meals for children and contributes to menu planning.
13. Follows the Schools procedures and policies on receiving visitors in line with Ofsted National Standards.
14. Any other duties as reasonably directed by The Head of School or any member of the management team

Equal Opportunities

- To implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service.
- To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.

Safeguarding

- To remain vigilant and do everything possible to protect students and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report to the Headteacher any incident of this nature you witness, hear about or suspect.

Health and Safety

- In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedures and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community.

Data Protection

- When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 1998 for the security, accuracy, and significance of personal data held on such systems.

Person Specification

Experience	<ul style="list-style-type: none"> • Full working knowledge of relevant policies/codes of practice/legislation
Relevant Experience	<ul style="list-style-type: none"> • A proven track record of working with young people. • The ability to deliver services sensitively where there is high public demand and limited resources. • Experience of networking in a multi-agency environment
Qualifications	<ul style="list-style-type: none"> • Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths
Key Competencies	<ul style="list-style-type: none"> • MOTIVATING & ENABLING – Seeks to enable children to fulfil their potential. • CARING EFFECTIVELY – Demonstrates sensitivity, respect and kindness towards children, ensuring their needs are met • TEAMWORKING - Demonstrates a clear commitment to the team approach; exchanging ideas and providing support to colleagues. • COMMUNICATING IN WRITING - Conveys written information clearly and accurately to a wide range of recipients. • COMUNICATIING ORALLY - Speak confidently, conveying clear messages to wide range of listeners. • MAKING DECISIONS - Embraces responsibility for identifying sound and effective solutions to a variety of different problems. • PLANNING & MANAGING ACTIVITIES - Effectively manages own workload, prioritising effectively and consistently meeting deadlines. • APPLYING NEW TECHNOLOGY - Seizes opportunities to learn about and implement new technology (NT) to enhance personal and team performance. • DELIVERING RESULTS - Embraces responsibility and displays a capacity for driving issues forward. • DEMONSTRATING ADAPTABILITY – Embraces and contributes towards change in a positive manner. • GIVING THE BEST ADVICE - Gives accurate and up-to-date advice, providing clarity about the customer’s current status and options for moving things forward. • RESPECTING DIVERSITY - Seeks to develop an understanding of different groups & individuals and ensures equitable and appropriate treatment for all. • WORKING WITH CUSTOMERS - Committed to securing the best possible service and outcomes for customers.