



## Job Description

### School Playworker

<b>Purpose</b>	<ul style="list-style-type: none"> <li>• To promote a safe, caring, secure environment, through individual attention and group activities, and to organise appropriate range of leisure activities for children between the ages of 4-12</li> <li>• To contribute a high standard of physical, emotional, social and intellectual care for children within the setting.</li> <li>• To give support to other personnel within the setting</li> <li>• To implement the daily routine in the setting</li> </ul>
<b>Reporting to</b>	
<b>Salary/Grade</b>	

<b>Key Responsibilities</b>	<p><u>Activity Planning</u></p> <ul style="list-style-type: none"> <li>• To support safe, creative and appropriate play opportunities for a range of age groups</li> <li>• To attend planning sessions with staff team to ensure a planned approach to sessions, including allocation of resources, and liaison with parents/carers about themes as necessary</li> <li>• To ensure playworkers have adequate support for preparing activities, organising programmes/themes and arranging equipment</li> <li>• To ensure that all activities are inclusive for all children to take part in</li> </ul> <p><u>Communication</u></p> <ul style="list-style-type: none"> <li>• To develop and maintain good relationships and communications with parents/carers to facilitate meeting the needs of each child</li> <li>• To encourage parental involvement and support through the development of effective working relationships</li> <li>• To ensure that you communicate clearly about any matters relating to the running of the club and the wellbeing of the children, including resources and equipment, health and safety, and safeguarding issues</li> <li>• To consult with the children and involve them in the planning of activities</li> <li>• To encourage a close liaison with schools and other related agencies</li> <li>• To share good practice with other playworkers as needed, including membership to local Play Forums</li> <li>• To work with and gain support from Trust-wide colleagues and lead practitioners</li> </ul> <p><u>Supervision and care of children</u></p> <ul style="list-style-type: none"> <li>• To supervise students/ trainees, visitors and volunteers, delegating any appropriate tasks to other staff</li> </ul>
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<p><b>Key Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Ensure that activities are carried out in a safe and responsible manner in accordance with the National Standards for Out of School provision, and other guidance, eg. Health and Safety</li> <li>• Where food is provided, to ensure that it is balanced and healthy in accordance with recommended dietary requirements, and that food preparation/ handling is carried out within the guidelines of the Food Safety Act 1990</li> <li>• Ensure that risk assessments are completed prior to commencing activities with children</li> </ul> <p><u>Direct Playwork</u></p> <ul style="list-style-type: none"> <li>• Ensure that a wide range of creative and enjoyable activities are offered</li> <li>• To support with the coordination of the availability and ascertain the suitability of play resources, including managing an inventory of stock</li> <li>• Support with the planning of a wide range of creative and enjoyable activities, in conjunction with team members, and consultation with the children</li> <li>• To fully support inclusive practice, and ensure that all children can be involved in the activities offered if they wish</li> </ul> <p><u>Other</u></p> <ul style="list-style-type: none"> <li>• To promote the aims and objectives of the club, and use as a guide for daily activities</li> <li>• Be aware and adhere to the Staff Policies and procedures and practices</li> <li>• To ensure the setting has a high standard of physical and emotional care</li> <li>• To ensure good standards of hygiene and cleanliness are maintained at all times</li> <li>• To be responsible for the Health and Safety standards appropriate for the needs of the children</li> <li>• To assist with the preparation and maintenance of materials, equipment;</li> <li>• Recording accidents in the accident book</li> <li>• Ensure child is collected by someone known to the club and in accordance with policy</li> <li>• To ensure the setting is of a high-quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development</li> <li>• To ensure confidentiality of information received</li> <li>• To be aware of the high profile of the setting and to uphold its standards at all times</li> <li>• To be involved in out of working hours activities, eg Training, Staff Meetings, Summer Fayre</li> <li>• To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Manager</li> <li>• To undertake continuous professional development, including short courses and qualifications relevant to playwork</li> </ul>
	<p><b>The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the child protection and safeguarding policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern the Trust’s child protection procedures will be followed alongside implementation of the Trust disciplinary procedures.</b></p>

<b>Additional duties and Information</b>	<ul style="list-style-type: none"> <li>• Ensure the aims, priorities and policies of the Trust are adhered to</li> <li>• Act as a positive representative of the Trust and its learners in all circumstances and at all times</li> <li>• Whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified</li> <li>• Employees are expected to be courteous to colleagues and provide a welcoming environment to all, maintaining a professional standard of demeanour and dress</li> <li>• Attending relevant meetings, and ALL out of working hours activities, eg training, monthly staff meetings, parents/carers evenings, summer Party, Christmas party, etc.</li> <li>• Participating in training and other learning activities and performance development, as required</li> <li>• Support all staff and engage in a good staff team</li> <li>• This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Trust</li> </ul>
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<b>Signature (employee):</b>	
<b>Date:</b>	
<b>Signature (line manager):</b>	
<b>Date:</b>	