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| **JOB DESCRIPTION** | | | |
| **Role** | After School Club Playworker | | |
| **Reports to** | After School Club Manager | | |
| **Accountable to** | School Business Leader | | |
| **Grade** | 3 | **SCP** | 5-7 |
| **General Purpose** | * Strive for excellence. * Provide a warm welcome to all pupils, visitors, parents, carers and a welcoming environment where everyone is enthused by learning and where the children are eager to come and sad to leave at the end of the day. * Create a stimulating environment that encourages and supports social development. * Promote the highest standards of behaviour as the norm. * Act as a role model for all children and staff. | | |
| **Purpose of role** | * Support the Manager to lead and develop the day to day management and organisation of the After School Club. * Work with all staff to ensure and provide care, play opportunities and activities in a homely, nurturing, and safe environment, with regard to the individual development needs of the children. * Plan and supervise the delivery of play activities to ensure varied and exciting play opportunities are provided on a daily basis. * Liaise with the school staff with regard to the needs of the children who attend the club. * Liaise with parents to encourage parental involvement and support of the After School Club. | | |
| **Specific Responsibilities** | **MAIN DUTIES:**   * Assist with the planning, preparation, delivery and evaluation of age appropriate play activities, which meet children’s individual developmental needs. * Provide suitable, stimulating activities and play opportunities both indoors and outdoors. * Along with colleagues, ensure that the children’s environment is comfortable, stimulating, safe and clean. * Contribute to the set‐up of activities at the beginning of sessions and clean down at the end of sessions. * Be a key worker for a group of children. * Support the children’s developmental, social and emotional needs in a positive and understanding manner. * Ensure appropriate behaviour from the children; effectively and appropriately deal with challenging behaviour. * Know and follow the school’s safeguarding policies and procedures at all times. * Follow the club’s routine, including completing registers accurately and handing them in to the manager at the end of each session. * Ensure that all necessary paperwork is completed. * Assume responsibility for the safety and welfare of children: staff are responsible for the continuous supervision of all children; children must be supervised at all times in order to ensure their complete safety. * Ensure that the club areas and equipment are maintained to a safe level and that equipment is properly maintained and fit for children and staff. Repair, remove or report damaged equipment as appropriate. * Administer First Aid when required. Record action taken appropriately and ensure parents are informed. * Assist with the preparation and provision of healthy snacks. * Promote good hygiene. * Assist with the cleaning and organisation after school club resources, including: toys, art resources, areas and games. * Documentation such as medicine, accident and health and safety forms, must be completed accurately and immediately, ensuring all such documentation is signed by a parent / carer, as appropriate. * Liaise with parents and carers about activities and their child’s welfare. * Work closely with colleagues on matters related to the day to day delivery of the service. * Liaise in a polite and professional manner with children, parents and colleagues as required. * Behave in a friendly, approachable, confident and understanding was with children, parents/carers and school colleagues. * Maintain confidentiality at all times and handle all information (written, verbal or otherwise) accordingly. * Immediately report any concerns, queries or problems, that cannot be dealt, with to the After School Club Manager. | | |
| **Development** | * Participate in training and other learning activities and performance development as required. * Keep abreast of recent legislation and developments relevant to the role. * Take part in any relevant staff meetings, as and when appropriate. | | |
| **Other** | * Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. * Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. Demonstrate an understanding of and a commitment to the Council’s Equal Opportunities policies and to the standards of customer care. * Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management. * Undertake any other reasonable duties as may be allocated by the Headteacher, Deputy or Senior Leadership Team. | | |