|  |
| --- |
| **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.
 |